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ABSTRACT

During the 1969-70 and the 1970-71 fiscal years, Florida's public community colleges engaged in 796 staff and program development (SPD) activities. These activities included curriculum development, equipment acquisition, workshops, conferences, institutes, sabbaticals, extended study, professional leave, and institutional visitations. This report describes the statutory and regulatory provisions for SPD, discusses the guidelines, definitions, and procedures which govern SPD in the system, and summarizes the SPD information submitted to the Florida Division of Community Colleges by the 27 colleges in the system. Funds for SPD activities are provided by the state to community college districts; charts showing the total state and college allocations for SPD are included. The bulk of the report is in tabular and chart format, including the name and location of the program, a brief description, cost, and the area served. (Author/LP)

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ED 061936

STAFF AND PROGRAM DEVELOPMENT IN FLORIDAS COMMUNITY JUNIOR COLLEGES

1969-70 1970-71

DEPARTMENT OF EDUCATION
TALLAHASSEE • FLORIDA
FLOYD T. CHRISTIAN • COMMISSIONER

Division of Community Colleges

March 1972

JC 720 109

UNIVERSITY OF CALIF.
LOS ANGELES

MAY 3 1 1972

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Preface

During the 1969-70 and the 1970-71 fiscal years, Florida's public community colleges engaged in 796 staff and program development (SPD) activities. These activities involved curriculum development and revision, materials development, equipment acquisition,workshops,conferences, institutes, sabbaticals, extended study, professional leave, institutional visitations, etc. In undertaking these activities the colleges expended a total of $536,069 in excess of the amounts allocated by the Florida Legislature specifically as staff and program development funds.

This report is intended to:

1. Describe the statutory and regulatory provisions for SPD.

2. Discuss the guidelines, definitions, and procedures which govern SPD in the system.

3. Summarize and aggragate SPD information submitted to the Division of Community Colleges by the twenty-seven colleges in the system.

Staff and Program Development (SPD)

Chapter 230.767, Section 2, Parts (d) & (e), of the Florida Statutes provide for staff and program development allocations to public community colleges in Florida. Specifically, part (d) states that, "beginning July 1, 1968, the amounts included for salaries shall be increased by three percent and beginning July 1, 1969, and thereafter, the amounts included for salaries shall be increased five percent, to provide for staff and program development". Thus far, the Legislature has appropriated funds at the rate of three percent rather than the five percent indicated for July, 1969 and subsequent years.

State Board of Education (SBE) Regulations, Section 6A-8.761 requires that for "funds included in the minimum foundation program (MFP) for SPD shall be expended by each junior college in accordance with a plan for SPD. Such plan shall be reviewed annually, evaluated and modified, if necessary, by each college. Such plan shall be submitted for review and approved as required by the Director of the Division of Community Colleges.

In order that the respective college SPD plans will be reviewed on the same basis, it is necessary to have specified guidelines and review procedures. The following guidelines now govern SPD programs in Florida's public community colleges:

1. Definition of Staff and Program Development:

   A. Staff Development -- The development of existing staff includes the following: improvement of staff competency for both current requirements or new applications; updating on subject matter, teaching techniques, foundation disciplines, and methods and media use.

   B. Program Development -- Program development applies to both improvement of existing offerings and improvement by the addition of innovative elements. Development of existing programs includes evaluation of the program, research on how the program may be improved, planning of improvement, staff development to improve the program, "seed money" for staff salaries, or limited addition of equipment as described below. Development of new programs may include the following: research, planning and evaluation of new programs; retraining of existing staff; "seed money" for new staff; and limited purchase of equipment as outlined below. Program development does not include expansion of existing programs.

II. Procedures and Deadlines:

   The four types of forms (See Appendix A) used in processing Staff and Program Development Plans are Staff and Program Development Plan (SPD-1), Staff and Program Development Plan Change (SPD-2), SPD Action Letter (SPD-3), and Staff and Program Development Evaluation

and Status Report (SPD-4). Blank forms are distributed by the Division of Community Colleges and all may be reproduced by the local college as needed with the exception of the SPD Action Letter.

A. Procedures:

1. Submission of Plans -- Annual SPD plans should be submitted to the Division of Community Colleges on SPD-1 forms. Since these funds are made available to District Board of Trustees use, plans for using SPD funds should be approved by the District Board of Trustees prior to submission to the Division for formal action. However, the Division is willing to provide reader services on preliminary plans prior to formal submission to the District Board of Trustees for those institutions desiring such a review, providing that such plans are received far enough in advance of deadline dates for plan approval by the Division.

2. Review of Plans -- Review of future SPD plans will rest primarily on whether the stated goal fits the criteria for staff and program development and whether the proposed activities derive logically and feasibly from the stated SPD goals. Previous approvals of a certain type of activity should not be considered as a commitment to continue approval of such activities. Specific guidelines will continue to be developed by liaison with the Legislature, and by submission of particular questions to the Staff and Program Development Guidelines Committee with the advice of the Presidents Council.

3. Changes of Approved Plans -- Requests for a Plan Change should be submitted to the Division of Community Colleges on SPD-2 forms. A change of plans should be distinguished from a budget amendment. The two are handled as separate actions. A change of plan is necessary when the activity as described in the original plan is changed or when the cost of an individual activity varies by more than 10% from the estimated amount. Plan changes require approval of local boards or their duly authorized delegate.

4. Evaluation and Status Report -- An Evaluation and Status Report of each fiscal year's activity should be submitted to the Division of Community Colleges on form SPD-4.

B. Deadlines for Plans and Reports Due in Division of Community Colleges

August 31: Annual Evaluation and Status Report (SPD-4) for the fiscal year just ended.

March 1: Staff and Program Development Plan (SPD-1) for the upcoming year (Month of March is period of Division of Community Colleges review).

April 1: Resubmission of institutional plans, if required.

April 15: Latest date for final approval of Staff and Program Development plans.

III. Information and Instructions Concerning Staff and Program Development Plans (SPD-1)

The following information and instruction is provided as an aid in completing SPD-1.

A. Goals -- It is assumed that the institutional staff and program development plan is part of a broader institutional master plan which allocates certain goals to the staff and program development program. Goals listed in Section 1 of the plan are long-range goals of the SPD program--not overall goals of the institution.

B. Objectives -- Objectives are specific, tied to a specific time frame, and reduced to measurable terms. (The essential difference between goals and objectives is that goals are for longer periods of time and broader.)

C. Activities -- Description of activities should include such information as the number of people involved, time required, topics of workshops, names of places to be visited, names of courses to be taken, and activities to be undertaken during released time or leave. Cost of specific activities should be estimated by unit cost, and totaled. Costs for equipment and supplies should be itemized separately under paragraph g of Section II of the plan.

D. Planned Evaluation -- Since one purpose of evaluation is to judge alternatives, it is important to have the alternatives in mind when planning the evaluation. The decision questions served by the SPD evaluation are essentially whether the implementation techniques were the best ones, whether the activity leads to realization of the objectives better than alternative approaches, whether an activity which results in realization of objectives can be improved upon, and whether a successful activity is worth the cost it involves.

E. Restrictions --

1. Hiring of new staff with SPD funds is limited to "seed money" which is intended to start a program and which is directly tied to program improvement as opposed to program support. Payment of salaries for new persons is limited to three years. This limitation applies both to the person and the position. (NOTE: Payment of salaries with SPD funds is intended to permit released time for planning or study which contributes directly to program improvement. SPD funds may not be used for salary increases or to provide fringe benefits.)

2. Equipment budgeted for under SPD plans must be specialized equipment which is essential to support program development. The equipment must be used in an innovative application and may not duplicate or replace existing equipment, increase existing

inventories, nor meet regular equipment needs. Cost of equipment must not exceed 15% of the annual SPD budget without special justification. Equipment may not be rented for more than three years, nor may incremental purchases of equipment cover more than a three-year period. The three-year limitation applies to generic types rather than particular pieces, brand names, or models which might be used in the same application.

3. A budgeted contingency fund is permitted but it is not to exceed two (2) percent of the SPD allocation. Contingency funds can be expended only on projects which are commensurate with the approved SPD plan.

4. The use of staff and program development funds is appropriate to examine institutional goals, long-range projections and for the employment of consultants for curriculum, but not be used for self-study per se.

5. Use of staff and program development funds to pay for normal expenses common to operation of any college is not appropriate.

IV. Information and Instructions Concerning SPD Evaluations and Status Report SPD-4

A. The identification of an activity should include the line number of that same activity as it was listed in the SPD plan. The following information is required: budgeted cost; actual cost; surplus; status (complete or incomplete); specific objectives; functional area served by activity; and aspect of college program served by activity. If the project or activity was addressed in a primary way to compensatory, remedial, or preparatory studies, and/or special programs for economically or educationally disadvantaged, this focus should be indicated in i.

B. The evaluation entry in the Evaluation and Status Report has at least four elements: (1) a narrative comment on the nature of the benefits or weaknesses, difficulties expected, revisions required, improvements indicated, or unexpected outcomes experienced (j), (2) scaled rating of how successfully this activity was implemented this year in this institution (k), (3) a scaled rating of the value of this activity as a staff and program development activity (l), (4) the type and method of evaluation used (m).

C. Success with the Reported Activity -- As a rating of the success of the reported activity in the reporting institution during the year in question, the following scheme is designated for the August reports:

1. The activity was very successful, the desired outcome of the activity was essentially realized.

2. The activity was successful but modifications in implementation were required as explained in the narrative evaluation.

3. No significant evaluation of success or failure is offered.

4. There were major deviations from desired objectives; there were difficulties in implementation, major changes in the planned approach were required.

5. The activity was not successful during the past year, when judged in terms of the desired output and the contribution to realization of the objective.

D. Value of the Activity -- The following scheme for rating the value of an activity as a staff and program development activity is suggested for use in the August report:

1. The activity was very valuable, is worth repeating, and can be recommended to other institutions as having the greatest cost-effectiveness among alternative approaches to the objectives to which it was addressed.

2. The activity contributed to realization of the objectives and appeared to be worth its costs but was not compared to alternative approaches.

3. The value is marginal, neutral, or not assessable.

4. (a) The value of the activity is doubtful; (b) the benefits, although realized, are disproportionate to the costs.

5. The activity is recommended for rejection.

E. Type and Method of Evaluation -- The evaluation and status report should reflect the evaluation was made by a research study, by a judgmental survey of those involved, or by other means. Evaluation reports should be referenced for identification.

Table #1
TOTAL STATE SPD ALLOCATIONS/TOTAL COLLEGE SPD
Expenditures: 1969-70 & 1970-71

	1969-70	1970-71	1969-70 Plus 1970-71
Total SPD Allocations	2,549,915	2,790,240	5,340,155
Actual Cost	2,646,291	3,229,933*	5,876,224*
Difference	(96,376)	(439,693)	(536,069)
Percentage Difference	3.78	15.76	10.04

NOTE: *Includes expenditures of 26 of the 27 Colleges.

Table #2
SPD Expenditures by Functional Area: 1969-70 & 1970-71

FUNCTION	ACTUAL COST 1969-70	NUMBER OF ACTIVITIES	ACTUAL COST 1970-71	NUMBER OF ACTIVITIES
A	193,859	47	190,310	36
F	12,406	3	4,247	3
FA	391	1	12,884	3
I	1,744,531	217	1,514,633	228
IA	100,974	21	422,986	17
IF	11,989	6	17,362	8
IFA	45,423	6	8,419	3
IP	101,476	19	215,607	21
IPA	223,017	16	532,903	27
IPF	55,983	3	5,619	4
IPFA	112,152	18	190,542	19
P	23,482	12	61,320	21
PA	11,704	3	16,340	3
PF	1,245	1	--	--
N	7,659	21	36,761	9
		394		402
TOTAL COST	2,646,291		3,229,933	

I - The instructional program
P - Guidance, testing, and student personnel service
F - Facilities
A - Administration and other support service
N - No functional area indicated

NOTE: For further detail refer to Form SPD-4 in Appendix A

SPD Activities Analysis

1969 - 70

NOTE: For Explanation of codes used in this section, refer to Form SPD-4, Appendix A

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

BREVARD COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Evaluation and Improvement of Existing Instructional Programs, Curriculum, Material and Resources (Objective-application of systems technology to instructional improvement.)	I	U		C	73000.00
2. College-Wide Department and Program Development (Objective-utilization of MBO, PPBS, PERT and completion of a 10-year Master Plan.)	A	U		NC	6562.00
3. Individual Staff and Faculty Development (Objective-attend workshops, conferences, professional meetings, formal courses and released time for academic program improvement.)	I,P	U		C	20656.31
4. Orientation to Computers and Programming for Faculty and Staff (Objective-to orient faculty and staff to the use and functions of computers. At completion of course, participants should be able to perform simple programs plus logic and to make CIA applications to respective teaching fields.)	I,A	U		C	3000.00
5. Ocean Engineering Technology Program Development (Objective-partial (two-thirds) support for one full-time faculty member in the new Ocean Engineering Technology program.)	I	T,O	C	C	7000.00
6. Non-Instructional, Non-Certified Employees' Individual and Group Training (Objective-to provide In-Service training for secretarial, clerical, maintenance and custodial employees and to orient supervisory personnel to the systems approach.)	A	U	D	C	6526.20
				TOTAL COST	116744.51

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

BROWARD COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Professional Sabbatical/Leaves for Further Educational Training (Objective-to provide sabbatical leaves for further educational training and research related to teaching competency.)	I	P,T		C	36114.00
2. Inter-Institutional Visitation (Objective-to release personnel from teaching duties on authorized leave and pay expenses to visit other junior colleges for purpose of giving perspective about their work to provide efficiency. To release from duty and provide funds for staff to travel to similar institutions with objective being to improve one's competency in performance of his regular assigned work.)	I,A	U		C	4489.00
3. Professional Leave for Approved Plans of Graduate Study (Objective-to grant professional leave for an approved plan of graduate study to update knowledge and improve institutional competency.)	I	P		C	3586.36
4. Supplemental Material and Consultants (Objective-to make available supplemental materials and consultants to academic divisions, departments, and areas for improving of academic program and instruction.)	I	P,T		C	66260.00
5. Waiver of Fees for Faculty and Staff to Take Courses (Objective-to waive matriculation fees for faculty to take courses in the college for improving their general level of training and competency; to waive matriculation fees for courses which would improve one's skill in the performance of his regularly assigned work, contingent upon space available and approval of the supervisor .)	I,A	U		C	18233.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

BROWARD COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
6. Enhance Faculty Resources Center (Objective-to enhance faculty resources center in library to enable faculty to have access to general materials valuable in giving assistance to them in improving quality of their work.)	I	P,T		NC	289.00
7. Orientation of New Faculty and Staff (Objective-to conduct orientation for new faculty and provide for in-service training activities for all faculty. Consultants will be brought to the campus. To provide orientation and job-entrance training. To complete personnel procedures.)	I	P,T		C	5000.00
8. Training in Computer Applications (Objective-applications for improving instructional program and relieving faculty of clerical details so as to devote more time to teaching.)	I	P,T		C	1627.00
9. Professional Travel (Objective-to provide opportunities for attendance at discipline and general higher education conferences to improve job effectiveness.)	I,P	P,T		C	21263.00
10. Research and Analysis of Course and Curricular Offerings (Objective-to conduct research and by analysis ascertain whether course and curricula offerings are meeting the needs of the students and community.)	I,P,A	P,T,O		continuing	3500.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

BROWARD COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
11. Released Time for Faculty to Develop Experimental Courses; to do Research for Course or Program Improvements; and to Develop and Implement Innovative Approaches (Objective-to grant released time for faculty members to develop experimental courses, to publish, to do research related to improving courses or programs for the college, and to develop and to implement innovative approaches in any aspect of the academic program.)	I	P,T,O,CS	C,D	C	19200.00
12. Project of Active Participation in Inter-Institutional Research Council (Objective-to cooperate with Institute of Higher Education at University of Florida to assist in general improvement of junior college work.)	I,P,A				6000.00
13. Develop Off-Campus Centers (Objective-to develop plans to establish off-campus centers of instruction to improve college's performance in accomplishing its purposes.)	I	P,T,E		C	2000.00
14. Plans for Self-Study in Connection with Accreditation Standards of the Southern Association of Colleges and Schools				NC	
				TOTAL COST	187571.36

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

CENTRAL FLORIDA COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Sabbatical Leave (Objective-additional information and skills required by job description of Director of Institutional and Sponsored Research.)	A	U	C	NC	
2. Advanced Study Leave (Objective-advanced training and skills for a librarian. Advanced training and skills which the college desires for job of Dean of Academic Affairs. College and certification requirements involved in the training.)	I,A	P,T		NC	18112.00
3. Professional Grants (Objective-to enhance professional development in individual as to teacher skills, increased subject matter knowledge and program development abilities. Increased professionalization of non-certificated staff.)	I,F,A	P,T,U		NC	7656.31
4. Graduate Courses and Fees (Objective-to increase academic knowledge and skills in subject matter areas - cross-training of teachers.)	I	P,T,O		NC	1431.33
5. Consultants (Objective-to make faculty senate study of teacher evaluation to improve classroom effectiveness of instructors. To develop a student evaluation instrument.)	I	P,T		NC	200.00
6. Faculty Inter-College Travel (Objective-program development as a result of inter-college visitations to new and/or innovative programs elsewhere.)	I,F	U		NC	343.66
7. Program and Course Development (Objective-paid time for faculty members, not under contract, to improve, change or write new courses or programs.)	I,P	P,T,O	C	C	

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

CENTRAL FLORIDA COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. Developmental Reading Program (Objective-to increase reading and communicative skills of low-ability students. To see if improved skills would affect college drop-out rate or enhance success of students at a higher level of study.)	I	P,T,O	C	NC	6911.61
9. Analysis - College Holding Power (Objective-to determine cause or causes of failure of admitted students to enroll; of enrolled students to remain in school. College program improvement for this type problem.)	I,P	U	C	C	
10. Upward Bound Analysis (Objective-to evaluate program of Upward Bound and value to students enrolled.)	I,P	U	D	C	
11. Tutorial Pilot Program (Objective-use of peer groups tutoring for low-ability and culturally deprived students to aid them in doing successful work.)	I	P,T	C	NC	2045.60
12. Learning Resources Laboratory (Objective-program improvement through self-study and use of audio-visuals in carrel-study situation.)	I	P,T	C	NC	1539.39
				TOTAL COST	38239.90

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

CHIPOLA JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Purchase of Needed Supplies and Equipment for Learning Resources Center (Objective-equipping Learning Resources Center to assist teachers in developing innovative teaching techniques and to assist students with special instructional needs.)	F	P,T,O	C,D	C	11488.31
2. Consultant Services for Computational Needs (Objective-to determine computational needs and how present facilities could best serve colleges.)	I,A	P,T,O		C	1015.00
3. Extended Professional Leave for Faculty (Objective-to provide for extended professional leave for faculty and staff thereby improving their academic preparation and effectiveness.)	I,P	P,T,O		C	8254.00
4. Survey Committee to Investigate and Identify Instructional and Physical Needs (Objective-to identify instructional and physical facilities needs.)	I,F,A	P,T,O,E,CS		C	5706.75
5. In-Service Programs for Instructional and Non-Instructional Staff (Objective-to provide in-service training for instructional and non-instructional personnel and thereby increase the effectiveness of all personnel.)	I,P,F,A	P,T,O,E,CS		C	7524.47
				TOTAL COST	33988.53

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

DAYTONA BEACH COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Upgrading and Retraining Faculty and Staff (Objective-we support for tuition, books, fees and financial assistance based on need to selected staff members.)	I	P,T		NC	25000.00
2. Professional Institutes, Seminars, Workshops (Objective-we will support our staff in their attendance and participation in professional meetings which cannot be supported under normal operating budget.)	I	U		NC	18000.00
3. Instructional Innovation: Teaching Strategies (Objective-some staff will have been exposed to innovative approaches recognizing student differences.)	I	U	C,D	C	650.00
4. Faculty Development (Coordinator, Faculty and Office) (Objective-a coordinator for orientation and development will be functioning.)	I,P,F	U		NC	7000.00
5. Study Opportunities (Objective-each staff member will have taken a refresher course in his area of responsibility.)	I	U		NC	9874.00
6. Personnel Course and Program Evaluation (Objective-validated instruments will be developed and in use for evaluation of personnel, courses and programs.)	I	U		NC	1500.00
7. Occupational Program Evaluation Project (Objective-development of effective procedures for follow-up of vocational students for evaluation of occupational programs.)	I	T,O		NC	39855.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

DAYTONA BEACH COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. Professional Library (Objective-a program of continuing selection and acquisition of appropriate texts, periodicals, and materials will have been developed.)	I,P	U		NC	625.00
9. Department Research - Biology Workbook (Objective-to develop a new workbook, using flora and fauna of our area.)	I	P		C	1200.00
10. Inter-Institutional Research Council (Objective-to cooperate in inter-institutional research.)	A	P,T,O	D	C	4464.13
11. Inter-School Visitation (Objeccive-meaningful and productive visits by staff to other junior colleges.)	I,P,A	U		NC	1000.00
12. Department Research - Testing Program (Objective-to program and validate a testing program for Departmental Progress Tests.)	I	P		C	350.00
13. Institutional Research (Objective-research.)	P,A	U		NC	10000.00
14. Learning Resources - Media Institute (Objective-at least one third of staff will have learned how to produce and use media resources.)	I	U		C	15075.00
15. Behavioral Objectives (Objective-new approaches to instruction will have been used and either validated or determined unapplicable at this time or in this institution.)	I	P,T		C	12741.92
				TOTAL COST	147335.05

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

EDISON JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Participation in IRC (Objective-to benefit from statewide junior college research and information sharing.)	I,P,F,A	U		C	3000.00
2. Geology Field Trip - Extended Professional Leave (Objective-to collect rock specimens from Appalachia; to exchange ideas and concepts with other junior colleges; to improve teaching of Geology.)	I	P,E		C	1100.75
3. Tissue Culture Institute (Objective-to enhance teaching of courses related to nursing, to upgrade faculty.)	I	P,T		C	488.91
4. Dance Methods Workshop (Objective-to learn new methods and content for HPE.)	I	P,T		C	290.00
5. Extended Professional Leave (Objective-to improve Reading Methodology and Content; to improve instructor proficiency and training.)	I	U	C,D	C	1799.15
6. Extended Professional Leave (Objective-to improve Reading Methodology and Content; to improve instructor proficiency.)	I	P,T,E	C,D	C	1565.77
7. Bookstore Manager's Workshop (Objective-to improve efficiency of bookstore.)	A	U		C	154.70
8. Great Teachers' Seminar (Objective-to identify, analyze, and propose varied solutions for pressing problems of instruction in junior colleges; to identify, develop and evaluate new non-traditional teaching ideas and practices; to share findings with other faculty.)	I	P,T,O,E		C	322.80

EDISON JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
9. Seminar: Innovations in College Teaching (Objective-to gain ideas and concepts for improved teaching methodology.)	I	P,T,O	C,D	C	85.50
10. Guest Lecturer -- A/V In-Service Training (Objective-to provide faculty and staff with new insights and needs in media in A/V area, to stimulate instruction and experimentation.)	I	U		C	175.00
11. Lecture on Creativity (Objective-to motivate faculty to use insights into creativity in improvement of curriculum and programs.)	I	U		C	600.00
12. Workshop for Division Chairmen and Department Heads (Objective-to study role of the Department Head and Division Chairman in Higher Education, to improve the administrative structure and relationships at EJC.)	I,A	U		C	1353.12
13. Guided Studies Innovation (Objective-to individualize instruction in Reading and English based on behavioral objectives and clinics.)	I	U	C,D	NC	8503.31
14. Inauguration of Museum Area (Objective-to classify and evaluate a collection of ancient Mexican artifacts; to house these in suitable display cases.)	F	U		NC	243.00
15. Visiting Scientist Program (Objective-to help overcome our geographic location by bringing distinguished scientists to our campus to stimulate students and faculty, to help faculty improve content.)	I	P		C	285.00

EDISON JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
16. Frontiers of Science Project (Objective-to develop a textbook on a "broad fields" approach to science for the non-science major, to experiment with.)	I	P,T		NC	525.80
17. Nursing Consultant (Objective-to help orient new nursing instructors to ADN nursing; to help develop individual teaching techniques; to update curriculum.)	I	T		C	420.00
18. Law Enforcement Program (Objective-to enhance the new Law Enforcement Program of college with purchase of excellent series of films for classroom and individual instruction.)	I	P,T		C	1014.89
19. Computer Workshop (Objective-to train one instructor and two staff members in the use of the IBM 1130 Computer.)	I,P,A	U		C	1542.63
20. Institute on Library Transitions (Objective-to gain new insights into the place of LRC in the modern college.)	I	U		C	357.50
21. Institute on Developing Institutional Strageties for Funding (Objective-to discover new avenues for private, corporate or federal funding.)	A	U		C	360.32
22. Public Health Lectures (Objective-to develop a series of lectures and demonstrations to be offered to secondary schools in the district in the areas of science and public health.)	I	U		C	1669.49

EDISON JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
23. Completion of Developmental Math Lab (Objective-to set up math lab and prepare lab materials.)	I	P,T	C,D	C	1558.00
24. Neoscope Workshop (Objective-to evaluate present methods of admissions and registration and improve use of machine processing of records.)	P,A	U		C	449.12
25. Extended Professional Leave (Objective-to improve instruction in Reading by sending faculty member back to graduate work.)	I	U	C,D	C	1759.00
26. Re-classification of Non-Instructional Positions (Objective-to properly classify non-instructional positions, up-grade non-instructional salaries.)	A	U		C	1750.00
27. Sculpture Consultant (Objective-to provide art students with knowledge of the contemporary medium of metal sculpture.)	I	P		C	300.00
28. Released Time--History Revision (Objective-to revise Western Civilization content, to develop a different teaching approach in the course.)	I	P,T		C	528.00
29. Basketball Clinic (Objective-to assist the Dominican Republic start an HPE and athletic program; to stimulate an exchange of instructors.)	I	U		C	534.00
30. Equipment for Individualized Instruction (Objective-to purchase sound-slide trays for Sound-on-Slide machines.)	I	U	C,D	C	666.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

EDISON JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
31. Nursing Workshop for New ADN Instructors (Objective-to orient new nursing instructor to the philosophy and concepts of the ADN programs.)	I	P,T		C	135.00
32. Office Workers Workshop (Objective- in-service training for secretaries and office workers.)	A	U		C	85.00
			TOTAL COST		33621.76

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Graduate Courses and Courses for Non-Instructional Personnel (Objective- (1) to provide formal education in problems and objectives of the community junior college; (2) to provide graduate courses in the respective areas of specialization; (3) to provide courses for non-certificated personnel in their fields of specialization.)	I	P,T,O	C	C	12184.44
2. Travel and Per Diem (Objective-to make it possible for faculty and staff to attend workshops, conferences, and conventions; (2) to make it possible for individuals to visit other institutions of higher learning in order to exchange ideas and observe innovative programs.)	I	P,T,O	N/A	C	21231.42
3. Guest Lecturers and Consulting Services (Objective- (1) to use consultants for the orientation of new faculty to the junior college philosophy and to the objectives of the Florida Junior College at Jacksonville; (3) to provide lecturers and consultants in the respective academic disciplines; (4) inter-institutional research.)	I	P,T,O	N/A	C	8246.13
4. Professional Leave (Objective-this is a long-range plan which will make it possible for individuals to take professional leave with pay, to attend Graduate School, to engage in full-time research or travel, in order to update knowledge and skills in individual areas and specializations.)	I	P,T,O	N/A	C	69000.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
5. Educational Materials and Equipment and Professional Library (Objective- (1)to provide educational materials and equipment and a professional library which will help to make possible the evolution of new approaches and methods which will strengthen the entire instructional program; (2) to help make possible the development of new courses and programs which would not be possible without the assistance of this project.)	I	P,T,O	C	C	62496.47
				TOTAL COST	173158.46

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

FLORIDA KEYS COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Visits to other Colleges (Objective-observation and exchange of ideas.)	I	U		NC	349.94
2. Attendance at Professional Meetings, Etc. (Objective-professional development of professional staff.)	I,P,A	P,T,O		NC	6001.35
3. Consultants (Objective-to provide assistance where needed.)	I,F,A	T,O,U		NC	336.69
4. Research - Membership in Florida Public Community Junior Colleges Inter-Institutional Research Council.	A	U		C	1419.79
5. Class Attendance by Staff (Objective-released time to attend classes at the junior college.)	A	U		C	1311.99
6. Development Center (Objective-to establish a center for preparation of instructional materials.)	I	U		NC	-0-
7. Specialized Developmental Projects (Objective-to provide released time or overload payment for individual staff members for specialized developmental projects.)	I,P,F,A	U		NC	870.53
8. Experimental Projects (Objective-to provide released time or overload payments to individual staff members for experimental projects.)	I,P	P,T,O		NC	255.35
9. Study Grants (Objective-to provide grants for individual staff members on official leave for further study.)	I,A	U		NC	1041.00
				TOTAL COST	11586.94

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

GULF COAST COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Visiting Consultants and Resource People (Objective-to observe divisions, examine programs of instruction, textbooks, and teacher performance; recommend latest methods and techniques; render written report listing evaluation and recommendations.)	I,P,A	P,T	C	NC	4214.25
2. Faculty and Staff Professional Visitations (Objective-release time to attend meetings, workshops, seminars and conferences, in order to be exposed to changing methods and techniques in the various disciplines.)	I,P,A	P,O	C	NC	3247.11
3. Panhandle Conference for Division Chairman (Objective-to define and compare roles with other Panhandle Junior Colleges; to work on budgeting matters, personnel employment, class size, schedule of classes and teaching loads.)	I	P,T	C	NC	378.00
4. Professional Study and Continuing Education (Objective-to offer university courses on "College Teaching" to Gulf Coast faculty; to allow faculty to attend seminars and short courses in their discipline.)	I,P	P,T	C	NC	3372.15
5. Career Guidance (Objective-to test freshmen for orientation program; to supply students with materials for discussion in career planning; to bring business consultants to campus.)	P	T,O	D	C	1375.00

GULF COAST COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
6. Technical Skills Center for Occupational Programs (Objective-to develop teaching aids, visuals, syllabi and presentations; to formulate a core of study curriculum common to a number of technologies; to use consultants from business and industry.)	I	T,O	C,D	NC	1154.91
7. Institutional Research (Self-Study) (Objective-to study student characteristics; to follow-up study of students and conduct institutional self-study.)	I,P,F,A	P,T,CS	C,D	NC	1629.60
8. Communications (Objective-publishing brochures for high school students, publicizing short course offerings, announcing evening college offerings; printing programs for faculty and student events.)	I,P,F	P,T,E,CS	C,D	NC	1200.00
9. Teacher Productivity (Objective-to provide facilities for a Programmed Learning Laboratory and expand facilities for reproduction of materials for faculty and students.)	I,P,A	P,T,O,CS	C,D	NC	17531.99
10. Campus Coordination (Objective-to produce ID cards for students for all phases of college activity; to provide data processing services in order to coordinate schedules, records and financial books.)	I,P,F,A	P,T,O	C	NC	15568.39
				TOTAL COST	49671.40

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

HILLSBOROUGH COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Systems Approach (Objective-individualizing instruction and developing a number of systems whereby a student can learn at his own rate and in his own way.)	I	P	C	NC	27250.00
2. Instructional Team Approach (Objective-during the 1970 fall term the instructional team approach will be used with a limited number of students in the three areas for which this SPD money was appropriated. If the research and evaluation of this project indicates it has merit, we will expand the instructional team approach into other phases of algebra, English composition and biology as well as other areas of the curriculum.)	I	P	C	NC	8375.00
3. Behavioral Objectives (Objective-by the end of the 1970-71 fiscal year, approximately 90% of all the courses offered at HCC will be written in behavioral terms.)	I	P,T	C	NC	7050.00
4. Continuum-Algebra (Objective-a pilot project of the entire algebra continuum will be in effect during the 1970 fall term.)	I	P	C	NC	4500.00
5. Continuum—English Composition (Objective-the team members involved in this project have developed a comprehensive continuous program by which students can obtain predetermined satisfactory level of writing competence regardless of their entering ability.)					3500.00
6. Continuum-Biology (Objective-to satisfy general education requirements and to utilize the audio-tutorial method of learning.)					1895.00

STAFF AND PROGRAM DEVELOPMENT FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

HILLSBOROUGH COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Implementation on Instructional Strategies (Objective-as have been indicated in the evaluation comments of the algebra, English composition and biology continuums, the plans for implementation of these strategies is almost complete. The biology and algebra continuums will be expanded during the 1970 fall term.)	I	P	C	NC	10717.00
8. Identification of Student Learning (Objective-to identify.)					-0-
9. Counseling (Objective-the role of the counselor and his relationship to student learning is constantly changing as we continually revise and evaluate the effectiveness of our instructional teams.)					898.00
10. Changing Role of Teacher (Objective-to consider changing teacher role.)					-0-
11. Admissions and Records (Objective-to keep pace with the changing educational programs.)	I,P,A	P,T	C	NC	2050.00
12. Instructional Resources Center (Objective-to meet the increased volume of instructional programs as well as the emphasis on individualizing instruction which have placed great demands on this Center.)	I	P,T	C	NC	2450.00
13. Planned Program Budgeting System (Objective-this was not undertaken.)					-0-

HILLSBOROUGH COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
14. Educational Specifications (Objective-educational specifications for the first phase of construction on the first campus are complete. Educational specifications for other phases of construction are nearing completion.)				NC	-0-
				TOTAL COST	68685.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

INDIAN RIVER COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Expansion of Evening Offerings (Objective-to increase non-credit FTE by 50% over 1968-69; to offer 20% of total credit program in the evening program within three years.)	I	P,T,O,E,CS	D	NC	14000.00
2. Additional Pre-Professional Program (Objective-to determine need, plan and implement pre-professional programs.)	I	P		NC	-0-
3. Vocational/Technical Program Additions (Objective-to determine need, plan and implement vocational and technical programs.)	I	T,O		NC	-0-
4. Expansion of Self or Auto Instructional Methods (Objective-to expand the implementation of the self or auto instructional mode of instruction.)	I	P,T,O		NC	-0-
5. A. V. Staff (Objective-employment of A. V. Technician to service media equipment.)	A	U		C	5000.00
6. Extended Professional Leave (Objective-to provide a college administrator with extended leave to prepare for a leadership role to achieve stated long-range goals and objectives.)	A	U		NC	8000.00
7. Accounting Services (Objective-to employ a Director of Accounting to explore implementation of a PPBS mode of operation in the Business Department.)	A	U		NC	13000.00
8. Institutional Research					-0-
9. In-Service Teacher Training Staff					-0-
				TOTAL COST	40000.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

LAKE CITY COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Inter-Institutional Research Council (Objective-to increase faculty participation in long-range planning; to create basis data card on all students; increased effectiveness of teaching through motivation; studies, career placement, etc.)	I	U		C	3226.34
2. Systems Study and Long-Range Planning (Objective-to increase student and faculty participation in long-range planning and policy making, and holding power of the college.)	A	CS		NC	3416.36
3. Management Training for Board of Trustees and President (Objective-to contribute to increased faculty participation in planning; to increased board participation in their meetings and interest in college.)	A	U	C	C	2255.24
4. Media Consulting Services (Objective-to develop educational specifications for construction of college learning center.)	I	U		NC	1674.51
5. AAJC and Other Professional Journals (Objective-to create a better understanding among staff and faculty of community college mission.)	I	U		C	90.00
6. Release Time for Faculty Participation in Title III (Objective-to provide release time for faculty to work on projects designed to improve teaching effectiveness.)	I	P,T,O,U	D	NC	237.05

LAKE CITY COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Laboratory Aides (Objective-to improve instruction by relieving faculty of certain duties.)	I	P,CS	D	NC	3197.25
8. Program Aide to Assist in Progressive Studies (Objective-to employ a para-professional as aide in compensatory education.)	I	U	C	NC	1340.00
9. Sophomore Counselors (Objective-to utilize students as adjunct advisors to assist faculty advisors.)	P	P,T,O	D	NC	3050.00
10. Student Tutorial Program (Objective-to provide services where students tutor other students in academic areas.)	I,P	P,T,O	C	NC	1923.75
11. Project 3000 (Objective-to enable faculty and staff access to a fund that allows them to attend meetings, perform research, conduct projects.)	I,P,A	P,T,O,CS,U	C	NC	9698.25
12. Self-Study Program (Objective-to develop a published self-study of college meeting SACS specifications.)	I,P,F,A	U		C	5000.00
13. Humanities Program (Objective-to provide musical equipment to support an expansion of Humanities program.)	I	P,E,U		C	2925.00
14. Guidance and Counseling Aide (Objective-to enhance guidance and counseling capability in developing student profiles.)	P	U		C	716.00
				TOTAL COST	37509.70

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

LAKE-SUMTER COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Special Study for Faculty Members (Objective-to provide specialized training for selected faculty to enable them to function more effectively.)	I	P,T		C	604.00
2. Institutional Research (Objective-to provide and evaluate data which will help the college to function more efficiently and effectively.)	A	U		C	26.20
3. Professional Library (Objective-to keep the faculty up to date on trends, techniques, subject matter both in their fields and in education in general.)	I	U		C	734.67
4. Closed-Circuit Television (Objective-to provide a closed-circuit TV system for self-evaluation of the teaching faculty.)	I	U		NC	-0-
5. Consultants and Workshops (Objective-to provide faculty and staff with current information and advice on their respective fields.)	I,P,F,A	U		C	910.00
6. Workshop for Faculty on Systems Approach (Objective-to provide the faculty with (1) definition of systems; (2) evaluation of systems; (3) examples of successful use of systems; (4) possibilities for systems at Lake-Sumter.)					-0-
7. Visitations to other Institutions, Meetings, Etc. (Objective-to keep faculty and staff informed about developments in other institutions and organizations and to establish and improve contracts with their counterparts elsewhere.)					-0-

LAKE-SUMTER COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. Sabbatical Leave for One Faculty Member (Objective- to upgrade classroom instruction by upgrading the instructor's knowledge of his subject and increasing his skill as a teacher.					-0-
				TOTAL COST	2274.87

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MANATEE JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
23. Guided Studies Curriculum Development (Objective-to evaluate present Guided Studies Program to set up a learning skills course which may help the student to work more successfully at the college level.)	I	P,T	C	C	556.00
26. Survey of Music Library Resources (Objective-to survey and evaluate music library holdings and recordings with recommendations for improvement.)	I	P,E,CS		C	920.00
28. Experimental Approaches in Math 100 (Objective-to set up a program in arithmetic that will be experimental to discover if a specialized approach of this nature is warranted and profitable.)	I	P,T	C	C	420.70
29. Improvement of Management Procedures (Objective-to employ a recognized national management consultant firm to conduct a position classification study, a pay plan survey, and to prepare an employees' manual for non-academic personnel.)	A	U		C	8100.00
30. Improving Computer Center Employee Competencies (Objective-to prepare two members of the Computer Center in the techniques of multi-programming at a special IBM workshop.)	A	U		C	714.76
31. Workshop of the Association of Physical Plant Administrators (Objective-to attend a workshop to study administration, care, operation, planning and development of physical plants.)	A	U		C	314.90

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MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
32. Speech Theatre Institute (Objective-to attend an institute to learn more about auditorium management and to upgrade the Artist Series.)	I,F,A	P,T,E,CS		C	694.25
33. Guided Studies Curriculum Development (Objective-to prepare a detailed plan of instruction for a new course to be offered to Guided Studies students that will enhance their opportunities for survival in doing college credit work.)	I	P,T	C	C	600.00
34. Improvement of Aerospace Education Program (Objective-to evaluate the total program, write syllabi, outlines, tests, and the like by using a qualified person.)	I	P,T		C	6000.00
35. Woodwind Clinic with Evening Center (Objective-to provide master class instruction under experienced artist teachers; to provide a learning laboratory for students; to present the students and the community a concert (Woodwinds) .)	I	P		C	800.00
36. Graduate Study (Objective-to broaden the participants knowledge of Federal involvement in education.)	A	U		C	70.00
38. Hospital Recovery Room Seminar (Objective-to increase teaching competency in coping with modern techniques in hospital recovery room.)	I	T		C	93.90
39. Seminar Concerning Federal Agencies on Funding (Objective-to gain understandings, skills, and competencies in working with Federal agencies in the process of securing federal funds for educational purposes.)	A	P,T,O,E,CS		C	274.03

MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
40. National Reading Workshop (Objective-to gain new and more effective methods of measuring and improving the reading efficiency of students in college reading and study skills program.)	I	P,T	C	C	165.75
41. Two-Year College Chemistry Conference (Objective-to discover new ways and means of broadening the instructor's chemistry background in conference focusing upon new approaches in chemistry for junior colleges.)	I	P		C	93.20
42. Improving Coaching Techniques Baseball Clinic (Objective-to upgrade the instructor in baseball who will learn new trends in coaching and administration of the program.)	I	P		C	229.50
43. Developing a Physical Science Audio Tutorial Lab (Objective-to plan and implement a pilot lab in physical science that will be audio tutorial in nature.)	I	P,T		NC	-0-
44. National Science Teachers Association Conference (Objective-to gather data that would be of value in organizing the pilot audio tutorial lab in physical science.)	I	P,T		C	234.25
45. Cooperative Education Workshop (Objective-to provide the participants understandings of program philosophy and program mechanics.)	I	T,O		C	225.60
46. Consultants to Improve Nursing Program (Objective-to utilize consultants in working with the Nursing faculty in evaluating the recent changes in the programs of students.)	I	T		C	807.51

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
47. In-Service Development Program for Student Personnel (Objective-to view selected films for the Guidance Department to update skills and knowledge.)	P	P,T,O		C	275.00
48. Professional Assistant for Audio-Visual Department (Objective-to employ a full-time qualified professional assistant in Audio Visual Department for six months to support and supplement the services of the present media specialist.)	I,A	P,T,O,E,CS		C	3600.00
49. Faculty Assistant for Math Department (Objective-to employ a person to do statistical studies as to-the recent changes in the Math 100 program in terms of how well the lab is achieving its objectives.)	I		C	C	309.75
50. Graduate Study for Social Science Department (Objective-to attend a summer program sponsored by the State University of New York for upgrading understandings of contemporary European governments (On campus study at Institute for American University in France).)	I	P,T		C	1200.00
51. National League for Nursing Conference (Objective-to attend a national meeting for upgrading teaching practices as viewed from the national perspective.)	I	T		C	400.00
52. Guided Studies Curriculum Improvement (Objective-to employ an instructor and student assistant on a part-time basis to teach the course in Learning Skills and work out details of how best to teach the course in the future.)	I		C	C	600.00

MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
53. Visitations in Connection with Science Audio Tutorial Lab (Objective-to gain information on mechanical innovations which could be implemented to improve and update our laboratory teaching process.)	I	P,T		C	332.71
54. Exploring Course Content for Black Studies (Objective-to send a professor on visitations to various junior colleges and senior institutions to learn how they are handling the content and curriculum of Black Studies.)	I	P		C	500.00
55. Developing a Learning Resources Center (Objective-to employ a Media Specialist since the venture is innovative and experimental in nature.)	I	P,T,O,E,CS	C	NC	11400.00
56. Developing the Audio Tutorial Lab in Science (Objective-to pay the salary of a Professional Assistant in order to give release time to the Director to try new and experimental approaches.)	I	P		NC	6000.00
57. Graduate Study in Student Personnel (Objective-to furnish funds to a member of the Guidance Department to attend graduate school for a year to upgrade present knowledge and skills.)	P	P,T,O,E,CS	C	NC	4000.00
58. Graduate Study in Social Science (Objective-to prepare the instructor in International Relations through a summer of graduate study.)	I	P,T		C	1200.00
59. Eighth Annual Bennett College Conference (Objective-to meet with personnel from around the country to discuss mutual problems in curriculum, student achievement and the like.)	I,P,F,A	P,T,O,E,CS	C	C	203.00

MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
60. Graduate Study in Science (Objective-to spend a year in graduate study to bring back new ideas and methods of teaching.)	I	P		NC	4000.00
61. Graduate Study in Nursing (Objective-to spend a summer in graduate study to bring additional expertise in the area of clinical specialization and to learn more of the changing concepts and advances in nursing.)	I	T		C	2000.00
62. Computer Workshop in Administration and Instruction (Objective-to learn ideas, suggestions, or techniques in the use of the computer in administration and instruction of benefit to the college.)	I,A	U		C	88.75
63. Developing a Special Associate Degree in Urban Studies (Objective-to set up an innovative curriculum for meaningful education in Urban Studies.)	I	P,T		C	2001.90
65. Faculty Retreat to Discuss Grading Systems (Objective-to discuss grading systems and related problems as well as to hear an outstanding speaker.)	I	P,T			175.00
66. Graduate Study in Speech-Theatre Department (Objective-to add information and techniques for improvement to the teaching of the Speech-Theatre Department.)	I	P		C	1200.00
68. Regional Conference in Nursing Education (Objective-to send a nursing staff member to a conference summarizing the latest improvements in nursing education.)	I	T		C	95.50
69. Math Questionnaire Study on Prevailing Teaching Practices (Objective-to send a questionnaire relating to the use of computers, calculators, programmed materials and teaching machines used in selected junior colleges.)	I	P,T		C	151.70

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
70. Use of Assistant in Social Science (Objective-to learn how to use an assistant and to evaluate how much this person could contribute to the overall program.)	I	P,T		C	200.00
71. Visitation to University Centers and Use of Consultants (Objective-to visit University Centers to further study new developments, particularly for proposed Learning Resources Center and to discover consultants who can serve our purposes in the future.)	I,P,F,A	P,T,O,CS,U	C	NC	200.00
72. Graduate Study in Nursing (Objective-to focus upon graduate courses that will concentrate upon the teaching of technical subjects, use of computer, T.V. and other innovations pertinent to nursing.)	I	T		NC	700.00
73. Extending Versatility for Tutorial Science Laboratory (Objective-to update, improve and expand the science audio tutorial lab to include physical sciences.)	I	P,T		NC	
74. Inprovement of Institutional Skill in Workshop for Nursing (Objective-to learn more about instructional skills as related to specialized equipment used in teaching.)	I	T		C	289.00
75. Membership in Inter-Institutional Research Council (Objective-to belong to Research Council to participate in findings valuable in improving practices and procedures.)	I,P,F,A	P,T,O,E,CS,U	C	NC	3216.27
				TOTAL COST	88373.83

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MIAMI-DADE JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
I. Community College Workshop (Objective-the faculty member, having participated in this workshop, will be able to plan, reach decisions, and carry out tasks which achieve the policies of the school.)	I		C,D	C	2212.00
Nurses' Workshop (Objective-the faculty member, having participated in this workshop, will be able to plan, reach decisions, and carry out tasks which achieve the policies of the school.)	I	T		C	504.00
Counselors' Retraining (Objective-to retrain and upgrade the skills of our counselors in the newer methods of group training techniques.)	P	P,T,O,CS	D	NC	616.00
Off-Campus Human Relations Workshop (Objective-to train key faculty members in becoming small group facilitators (leaders), in order that they help other faculty members work in small groups and with small groups.)	I,A	P,E		NC	
Black Contributions Workshop (Objective-to bring key faculty members up to a high level of awareness of the black cultural contributions and their place in our existing courses.)	I,A	P,T,O,E,CS		C	9181.00
English Workshop (Objective-the faculty member, having participated in this workship, will be able to plan, reach decisions, and carry out tasks, which achieve the policies of the school.)	I	P,E	C,D	C	2432.00
Multi-Media Festival (Objective-to acquaint the faculty with new media approaches to classroom activities and with new types of machinery in presenting media.)	I,A	P,T,E		C	1071.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MIAMI-DADE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
II. Off-Campus Systems Workshops (Objective-to train key faculty members in becoming knowledgeable in the systems approach to problem solving, etc.)	I,A	P,T,O,E		NC	2329.99
Educational Systems Workshop (Objective-key faculty and administrators explore possibilities of an educational systems approach to instructional and support service.)	I,A	P,T,O,E		NC	450.00
Multi-Media Festival (Objective-to acquaint the faculty with the "systems" approach to using new media in the classroom.)	I,A	P,T,O,E		C	1228.00
English Off-Campus Workshop (Objective-faculty member should demonstrate a knowledge of new approaches in teaching English.)	I	P,E	C,D	C	1747.00
Community College Studies Off-Campus Workshops (Objective-the faculty member should demonstrate a knowledge of the various activities and procedures utilized in achieving objectives of community college objectives.)	I		C,D	NC	1014.00
III. Off-Campus Workshops in MBO (Objective-to train key administrators in becoming knowledgeable in the MBO approach to administrative problems.)	A	P,T,O,E,CS		NC	904.00
IV. Library Sciences (Objective-to update faculty in this area; to become aware of most recent library services in this field.)	F,A	P,T,O,E		NC	391.00

MIAMI-DADE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
Student Personnel Services (Objective-to update faculty in this area; to become aware of the most recent approaches to working with students.)	P,F			NC	1245.00
Social Science Division (Objective-to update faculty in this area; to become aware of the most recent teaching techniques in this field.)	I	P,E	D	NC	825.00
Business Studies Division (Objective-to update faculty in this area; to become aware of the most recent teaching techniques in this field.)	I,F	T,O		NC	571.00
Humanities Division (Objective-to update faculty in this area; to become aware of the most recent teaching techniques in this field.)	I	P,E	C,D	NC	738.00
Natural Science Division (Objective-to update faculty in this area; to become aware of the most recent teaching techniques in this field.)	I	P,E		NC	427.00
Physical Education Division (Objective-to update faculty in this area; to become aware of the most recent teaching techniques in this field.)	I,F	P,E,CS	D	NC	685.00
Technical-Vocational Division (Objective-to update faculty in this area; to become aware of the most recent teaching techniques in this field.)	I,F	T,O	D	NC	2752.00
Community College Studies (Objective-to update faculty in this area; to become aware of the most recent teaching techniques in this field.)	I,F		C,D	NC	1221.00

MIAMI-DADE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
Allied Health (Objective-to update faculty in this area; to become aware of the most recent teaching techniques in the field.)	I	T		NC	1151.00

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MIAMI-DADE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Program Planning (Objective-to produce structural long-range plans; implement PPBS; initiate a college-wide management training training program.)	A	U		C	32871.00
2. Audio-Visual Programs - North Campus (Objective-to increase equipment and material utilization; expose more faculty to educational innovation; train new faculty members in use of AV; train technicians and secretaries in use of more efficient operational techniques; conduct an instructional objective workshop.)	I	P,T,O,E		C	16816.00
3. Audio-Visual Programs - South Campus (Objective- same as above.)	I	P,T,O,E		C	16536.00
4. Film Production for Custodial Personnel (Objective-to improve attitude and performance of custodial and maintenance personnel and to reduce the non-instructional staff turnover.)	A	U	D	C	10390.00
5. Inter-Institutional Research Council (Objective-to establish a research project which will furnish the institution data beyond the normal scope of junior college research programs.)	A	U		C	7000.00
6. Learning Systems - North Campus (Objective-division directors and administrative staff will complete on the awareness and interest phase of management by objectives; completion (50%) of educational specification for Innovations Building; departmental participation in GT-70 Instructional Systems Workshop.)	I	U		NC	26403.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MIAMI-DADE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. College Services - Attending Campus Security and Safety Workshops (Objective - acquaint personnel with latest techniques in security and safety procedures)	A	U		NC	486.00
8. College Services - Attending maintenance clinics and Turf Associations (Objective - acquaint personnel with methods of improved maintenance of equipment and grounds)	F	U		C	675.00
9. Attending Management Systems Conferences - Computer center (Objective - attend conferences and workshops to learn about systems at other institutions	A	U		C	702.00
10. Federal Affairs Workshop (Objective - orient financial aids officers and federal affairs coordinators on latest government program requirements)	P, A	U	D	C	1,255.08
11. Minority Group Administrative Training Program (Objective - obtain a wide orientation to administrative functions; concentrate in one or more specialized administrative associations, attend conferences, workshops, and take graduate courses for professional growth and development)	I, A	O	C,D	C	14,069.00
12. Planning and Development of Programs and Operation for Downtown Campus (Objective - develop a comprehensive framework for M-DJC Downtown campus and lay ground-work for establishment of new campus as an organizational unit of Downtown Campus	I	P, T, O, E, CS	C,D	NC	69,736.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MIAMI-DADE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
13. Short-Term Leaves (Objective - give faculty the opportunity to update their techniques by attending graduate classes or seminar for six weeks during the spring or summer terms)	I, P, A	U		C	140,725.85
14. Sabbatical Leaves (Objective - give faculty the opportunity to update their instructional techniques; allow for advanced study and research in new and expanded fields of knowledge; and utilize staff's leave experience to improve existing programs or develop new programs)	I	U		C	102,270.00
15. Recruitment (Objective - attract qualified personnel with diverse backgrounds in training and experience)	A	U			363.00
16. Personnel Management and Wage Seminars (Objective - train and update supervisory personnel responsible for formulating and administering personnel policies and programs, encourage employment of a more equitable ratio of minority group personnel; develop favorable fringe benefit package)	A	U			1,318.09
17. Participation in GT-70 Consortium Training Programs (Objective - provide opportunities for college staff to participate in workshops for instructional innovations, management by objectives, and systems approval to learning. Plan for computer assisted registration that will accommodate students in various modes of instruction)	A	P, O, CS	D		6,087.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MIAMI-DADE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
18. Travel for Administrative Development (Objective - give administrator the opportunity to obtain firsthand information about managerial strategies being employed throughout the nation)	A	P, O, U			10,963.09
19. Attending Financial Management Conferences (Objective - attend seminars and workshops in PPBS and cost analysis to gain management skills to implement these systems in related areas)	A	U			3,707.72

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MIAMI-DADE JUNIOR COLLEGE SOUTH CAMPUS

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Staff Administrative Training Workshop (Objective - NA)	NA	NA	NA	NA	-
2. Travel to Workshops and Seminars (Objective - provide Dean of Academic Affairs first-hand experiences relating to curriculum development in other junior colleges)	I	U	C, D	C	-
3. Project 3,000 (Objective - Fund proposals which are developed at times other than the time when plans and budgets are prepared formally)	I	P, T, O	C, D	C	1,350.00
4. Project 4,000 (Objective - NA)	I, A	P, T, O	C, D	NC	-
5. Student Personnel - Staff Development Project (Objective - attend conferences and workshops to gain insight as to how Student Personnel is organized on other campuses; insight on the disadvantaged	P	U	D		3,820.50
6. Development of New Student Personnel Services (Objective - conduct an in-depth study of student needs and to provide services to fulfill those needs)	P	U	D	C	250.00
7. Development of Comprehensive Adult Education Program (Objective - plan educational and cultural events to enrich the lives of residents of the area)	I	CS	D	C	453.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MIAMI-DADE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. Development of Automated Library System (Objective - update staff in latest automated library techniques and to develop an automated library system)	A	U			2,048.60
9. Travel - All Departments (Objective - provide faculty with an opportunity to learn of developments in their field, to visit and exchange with other institutions for futur_ planning and developments)	I	T	C, D	C	3,706.23
10. Released Time (Objective - provide faculty time to participate in institutional and departmental planning; to assess problems with the instructional area; to develop instructional innovations)	I	U	C, D		111,078.00
11. Secretarial Careers (Objective - establish communications channels and to apprise faculty of high school training facilities and business employment opportunities)	I	T, O	C,D	C	4,817.00
12. Secretarial Careers Seminar (Objective - broaden the staff's perception of the workaday world)	I	T		C	215.00
13. Development of New Career Ladder and Certificate Programs (Objective - increase the number of programs and by initiating curriculum changes as indicated by community needs and information gained)	I	O	D	C	735.00
14. Computer Operation Management Program (Objective - train persons on the first level to be computer operators. Develop curriculum for second level operators. Develop a community training program for operations management)	I	T		C	660.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MIAMI-DADE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
15. Staff Improvement Project (Objective - promote the self-improvement of staff members to increase effectiveness of programs, and do research and provide information relevant to the continuation and expansion of our urban opportunities and community school service program)	I	T, CS		C	3,541.00
16. Travel - All Departments (Objective - provide faculty with an opportunity to learn of developments in their fields; interact with colleagues on other campuses; and bring information for the use in planning and development)	I	T, O, CS	C, D	C	2,338.20
17. Travel - All Departments - Conferences and Fields of Specialization (Objective - same as above)	I	P, T		C	5,993.74
18. Institute for Professional Development in Sociology (Objective - provide faculty with opportunities for interaction with Scholars; to examine their teaching methods under expert guidance; to define behavioral objectives in Sociology 201; to correlate planning and implementation of SSC 101 and Sociology 201)	I	P		C	400.00
19. Human Ecology Course Development (Objective - determine interdivisional behavioral objectives; plan for student-community involvement; specify curriculum content; design team-teaching format; adopt materials; develop new AV materials; and create evaluation materials)	I	P		C	3,000.00
20. Social Science Seminary (Objective - identification of specific goals for SSC 101, 102; construction of behavioral objectives, identification of seminar concepts)	I	P, T		C	3,800.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MIAMI-DADE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
21. Human Relations Project (Objective - revise PSY 203; conduct inservice training for faculty; make testing results from experimental sections, discover new ways to implement possibilities of teaching method for other faculty members)	I	P, T		C	3,500.00
22. Early Childhood Education (Objective - task force discussion; development of curriculum and location of a facility for the center; and identification and preparation for requisition for budgeted equipment and supplies)	I	P, T		C	200.00
23. Developmental Programs for Science Division (Objective - provide faculty with experiences related to research, teaching, curriculum and evaluation techniques for students)	I	P, T		C	6,712.91
24. In-Service Training Program (Objective - provide faculty with firsthand experience relating to research, teaching, curriculum and course changes, and evaluation of students)	I	P, T		C	1,050.00
25. Reading Skills Workshop (Objective - recognize deficiencies in reading skills of underachieving students in the respective disciplines; and have junior college and high school instructors share their research findings)	I	P		C	1,041.40
26. Southeastern Writers' Conference (Objective - upgrade quality of instructors in writing classes; provide faculty with the opportunity of interaction with professional writers and editors, and to provide students with the opportunity to interact with professional writers and editors)	I	P		C	2,580.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

MIAMI-DADE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
27. Foreign Language In-Service Training Program (Objective - update and instruct faculty in latest foreign language teaching methods in an attempt to minimize dropout rates and improve performance on the standardized MLA test)	I	P		C	1,589.43
28. Communication Skills (Objective - stimulate teachers' interest in developments in his field and to aid him in self-evaluation; develop the existing program with emphasis on the problems and needs of black students, students with low motivation and foreign students)	I	P		C	1,981.00
29. Philosophy and Religion (Objective - maintain high degree of professionalism in the faculty; update their knowledge in special fields, and to learn new teaching techniques)	I	P		C	1,585.39
30. All Departments - Staff Developments (Objective - maintain high degree of professionalism in the faculty; update their knowledge in special fields, and to learn new teaching techniques	1	P		C	6,046.78
31. Released Time (Objective - provide faculty adequate time to participate in institutional and departmental planning, assess problems in instruction, provide capability of improving instructional strategies, and to develop instruction innovations)	I	U	C, D	c	111,078.00
				TOTAL COST	781,632.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

NORTH FLORIDA JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Development of Multi-Media Program (Objective - develop and implement a comprehensive program of multi-media instruction)	I	E		C	18,860.00
2. Released Time for Innovative Experimentation (Objective - released time for instructors to accomplish innovative experimentation)	I	P		C	18,440.00
3. Specialized Equipment and Material (Objective - purchase of specialized equipment and materials to directly support the creation of a multi-media program)	I	E		c	5,843.11
4. Research Project (Objective - meet the designed needs of Florida's junior colleges in inter-institutional research)	A	U		C	3,226.3'
5. Inter-institution Visitation (Objective - Carry-over of Travel Funds)	NA	NA	NA	NA	NA
6. Participation in State-wide/Regional Conferences (Objective - Carry-over of Travel Funds)	NA	NA	NA	NA	NA
				Total Cost	46,369.45

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

OKALOOSA-WALTON JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Development of the Growth of Professional Qualification (Objective - provide opportunities for continuing academic pursuits, in-service training, and self-evaluation)	I	P		NC	10,836.37
2. Professional Visitations (Objective - attend workshops, conferences, and other institutions)	I	U		C	4,555.30
3. Educational Visitation (Objective - provide enrichment of the educational program for students via their major areas)	I, P	P		C	145.61
4. Regional Chairmen's Conference (Objective - provide opportunity for department chairmen to meet with their counterparts from senior institutions)	I, P	P, T		C	557.50
5. Development of Geology Program (Objective - planning and initiation of an "Earth Science" course designed for non-science major)	I	P		NC	968.45
6. Development of Speech and Theater Program (Objective - provide released time for development of material appropriate for teaching theater and acting techniques)	I	P		NC	1,074.00
7. Audio-Tutorial Instruction (Objective - increase the amount of basic technical instruction which can be accomplished through mechanical aids)	I	P	C	NC	2,128.68
8. Development of new vocational programs (Objective - develop new vocational programs for high school released-time students utilizing equipment and instruction not available in K-12 system)	I	O		C	800.75

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

OKALOOSA-WALTON JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
9. Evaluation of Freshman English Program (Objective - provide release time to faculty to study and evaluate course offerings in freshmen English)	I	P, T	C	C	3,110.00
10. Self-study for Southern Association (Objective - involve more people by releasing staff and faculty time for concentration on the study)	I, P, F, A	U		C	8,265.60
11. Environmental Studies Center (Objective - arouse interest in environology and teaching biological and human ecology)	I	E, CS		NC	3,202.26
12. Chautauqua Neighborhood Center (Objective - planning for center in Defuniak Springs)	A	O, E, CS	D	NC	2,275.12
				TOTAL COST	37,919.64

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

PALM BEACH JUNIOR COLLEGE

Name of Project or Activity	Instructional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Curriculum and Program Development (Objective - determine most effective ways to make the curriculum fully responsible to community needs)	I	P, T	C	NC	6,781.69
2. Creation and Development of Comprehensive Campus Program (Objective - identify areas and implement solutions for programs in vocational, technical, college parallel and general education curricula)	I	P, T, O, E	C	NC	54,338.52
3. Sabbatical Leave (Objective - provide faculty opportunities to discover new approaches, methods and techniques in their respective disciplines)	I	P, T		NC	21,820.90
4. Institutional Research (Objective - participants in the Inter-institutional Research Council and/or similar Programs of research activities)	I	P, T, O		NC	10,197.10
			TOTAL COST		93,138.21

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

PENSACOLA JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Off-Campus Program Planning-- Administrative Trip (Objective - long range planning, administrative planning, and administrative operations)	A	U		C	8,447.50
2. Professional materials, Salaries, Equipment, Tapes, TV, Fees, Course Preparations, and Development of new positions (Objective - provide the above)	I, P, F	P, T, E, CS	C, D	NC	47,783.50
3. Off-Campus Study (Objective - provide for improvement of instruction, development of teaching skills, and development of innovative classroom teaching)	I	P, T, O, E	C, D	C	53,235.50
4. On-Campus Seminars, Conferences (Objective - provide for consultants, seminars and conferences for improvement of instruction, course planning, and program planning)	I, P, F, A	P, T, O, E	C, D	C	13,703.70
5. Off-Campus Trips, Seminars, Conferences, and Workshops (Objective - provide faculty and staff with current methods of teaching in all college areas, inter-college articulation, improvement of administrative services)	I, P, F, A	P, T, O, E, CS, U	C, D	C	14,407.50
6. On-Campus Consultants, Faculty Orientation Courses (Objective - provide expertise and assistance in the areas of faculty orientation, improvement of instruction, methods of college evaluation and planning)	I, P, F, A	P, T, O, E, CS	C, D	C	7,327.00
7. On-Campus Professional Study, Evaluation, Research (Objective - emphasize professional study, academic and staff research, long and short-range planning)	I, F, A	P, T, O, CS	C, D	C	26,135.20
				TOTAL COST	171,039.90

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

POLK JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
L. In-Service Training for Faculty, Behavioral Objectives (Objective - provide improved instruction through in-service training to establish behavioral objectives, improve techniques in method	I	P, T, E		NC	-
2. Orientation Seminar for New Faculty and Staff (Objective - orientation of new staff and faculty)	I, P	P, T		C	2,350.00
3. In-Service for Faculty in Operating of Learning Resources Core (Objective - orientation of faculty to the learning resources core)	I, A	P, T, E		C	600.00
4. Extended Study for Faculty Members in Their Discipline through Sabbatical Leave (Objective - provide improved instruction through extended study)	I	P, T		C	7,650.00
5. Investigation and Research for Preparation of Proposal for Installation of Audio-Tutorial Laboratory (Objective - audio-tutorial laboratory for the biological sciences)	I	P		C	-
6. Occupational Program for X-ray Technicians and Electro-Technology (Objective - expansion of occupational program through introduction of two new courses	I	T		NC	-
7. University - Sponsored Course Work for Faculty (Objective - provide improved instruction through university course work for faculty)	I	P, T, O, E, CS		C	16,699.21

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S COMMUNITY COLLEGES 1969-70

POLK JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. In-Service Training for Faculty in Their Disciplines (Objective - provide improved instruction through in-service training for the faculty)	I	P, T		C	2,000.00
9. Faculty Attendance at Conferences in Their Special Areas (Objective - provide improved instruction)	I, P, A	P, T, O, E, CS		C	10,500.00
10. Consultant Service to the Discipline Areas (Objective - provide improved instruction in the subject matter area and its functional support for the student personnel)	I,P	P, T		C	1,000.00
11. Television Equipment for Evaluation of Instruction (Objective - provide improved evaluation of the instructional process)	I	P, T, O		C	3,216.05
12. Participation of Students on Staff Committees (Objective - provide for tudent participation in policy making)	P	U		C	-
13. Evaluation of Communications with Faculty, Staff and Administration (Objective - provide for continued planning for communication)	A	U		NC	100.00
14. Development of Plans for Imrpoved Service to the Community (Objective - provide improved service to the community)	A	CS		NC	-
15. Plan for Better Articulation Between Senior Institutions, Secondary Schools, and Junior Colleges (Objective - provide for better articulation	A	P, T, O		NC	500.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

POLK JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
16. Study of Proposal for Improvement in Programs, Student Information, Faculty, Staff and Administrative Function (Objective - enhance decision-making)	I, P, F, A	P, T, O, E, CS		C	3,423.98
17. Refine Process of Information for Data Bank (Objective - refinement of the process of data collection)	A	U		NC	-
			TOTAL COST		48,039.24

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

ST. JOHNS RIVER JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Professional Staff in Support Areas (Objective - develop institutional research and guided studies program)	I, P	P, T	C	NC	23,114.67
2. Non-Professional Staff (Objective - support for professional staff in institutional research and guided studies)	I, P	P, T	C	C	4,080.00
3. Travel By Professional Staff (Objective - to help keep staff current in their fields)	I	P, T		NC	1,857.78
4. Printing and Reproduction Service (Objective - provide printing and related service connected with in-service training)	A	U		NC	20.00
5. Film Dentals (Objective - support for audio-visual workshop for faculty)	I	P, T		NC	-
6. Consultants (Objective - provide insight and recommendations on problems of curriculum, administration, student service, and compensatory education)	I, P, A	P, T, E		NC	2,716.00
7. Cross-training of Selected Faculty (Objective - to qualify, as needed, staff members in an additional subject field to provide flexibility and economy in staffing)	I	P, T		NC	155.00
				TOTAL COST	31,943.45

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S COMMUNITY COLLEGES 1969-70

ST. PETERSBURG JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Counselor Development - In-service Training (Objective - increase the effectiveness of student counseling by up-grading counselor in new techniques and approaches to the counseling session)	P	U		C	1,455.65
2. Workshops in Curriculum Development and Institutional Operations (Objective - develop plans for changes in curriculum and develop plans for more efficient operation of student activities, personnel accounting and library services)	I, P, A	U		C	6,707.34
3. Studies of Use of Computer as an Instructional Tool (Objective - acquaint instructors with the computer as an instructional aid and to develop programs using the computer in the classroom)	I	P, T		NC	13,202.70
4. Program of Sabbatical Leave (Objective - give faculty an opportunity to take time off to study in their major fields of interest)	I	P		C	19,413.07
5. Summer Study (Objective - provide opportunity for faculty to study special areas of interest in order to improve professional competencies)	I	U		NC	14,226.20
6. Leadership Development Program (Objective - provide an opportunity for specialized training for leadership positions)	A	U		C	20,332.66
7. Professional Associations and Conferences (Objective - to assist faculty in keeping abreast of new knowledge and techniques in their major fields)	I, P, A	U		C	4,360.79

ST. PETERSBURG JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. Ecological Studies (Objective - develop courses related to ecology which have scientific validity and practical value)	I	P, T		C	7,703.16
9. Restructuring of Course Content and Instructional Practices in the Area of Natural Sciences (Objective - reorganize the content of Physical Science, Chemistry and Biology in order to incorporate new ideas and to develop more functional strategies for teaching these courses)	I	P		NC	9,928.55
10. Studies of Media Use and Evaluation of Mathematics Instruction (Objective - study use of multi-media in teaching mathematics and study of predictive value of testing in mathematics)	I	P, T	C	NC	7,332.16
11. Use of Audio-Tutorial in Science Courses (Objective - extend the use of Earth Science, General Education, Biology and Botany)	I	P		NC	10,034.09
12. Programmed Instructional Units in Business Administration (Objective - reinforce instruction in Business Administration and provide students with an opportunity to review materials as often as desired)	I	P, T	C	C	1,497.60
13. Expansion of Continuing Educational Services (Objective - increase the number and variety of noncredit offering and activities according to the needs and interests of the community)	I	E, CS		NC	16,163.37
14. Total Opportunity Program for Students (Objective - provide a level of entry to the college which will match the level of competency of entering freshmen)	I	P, T	D	NC	97,036.48

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

ST. PETERSBURG JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
15. Development of New Approaches in Directed Studies Including Follow-up Studies (Objective - develop a language arts approach to communication, develop instructional materials for DS-80 - Basic Social Sciences, complete follow-up studies for students taking DS courses)	I	P, T	C	NC	9,601.39
16. Library Development Project (Objective - automation of certain library services)	I	U		C	812.43
17. Inter-institutional Research Council (Objective - expand the capabilities of the office of inter-institutional research and to have access to research)	A	U		C	7,000.00
18. Registration Feasibility Project (Objective - develop a system of registration for efficient interpretation of credit, for transfer of credit from one institution to another and for ease in making application and registering at junior colleges)	P	U		NC	1,600.00
19. Tampa Bay Council for College Teaching (Objective - study means for improving college teaching in the consortium of Tampa Bay College)	I	P, T		C	200.00
			TOTAL COST		248,607.64

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

SANTA FE JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. In-Service Training for Faculty and Staff (Objective - provide for all faculty and staff a college-wide in-service training program; involve new faculty and staff in a comprehensive in-service training program; have non-certificated staff participate in in-service seminars and training)	I	U		C	12,445.00
2. Workshops, Institutes and Conferences for Professional Growth and Development (Objective - provide for professional growth and development for certificated activities appropriate for the college as a result of participation	I, P, F, A	U		C	12,400.00
3. Inter-institutional Research (Objective- to participate in inter-institutional research and consortia activities with other junior colleges on a state-wide and national basis)	I, A	U	C, D	C	8,726.00
4. Faculty Exchange (Objective - provide funds through travel and per diem for faculty to participate in an exchange program through the League of Innovation)	NA	NA	NA	NA	-
5. Development and Evaluation of a "Model" Student Personnel Services Program (Objective - initiate an evaluative study of Student Personnel Services; develop a more comprehensive program of articulation with students and institutions through workshops and visitation; provide an opportunity to explore the value of a student conducted orientation program)	P	U		C	6,325.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

SANTA FE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
6. "A Day at Santa Fe" (Objective - provide the community an opportunity to hear leaders in the junior college movement; enable faculty and staff to consult and exchange ideas with these outstanding leaders; involve these leaders as consultants with the committees focusing on a ten-year study)	I, P, F, A	U	C, D	C	6,250.50
Santa Fe Mini-Unit Concept (Objective - examine the advantages and disadvantages of the unit concept which is planned for the new campus facilities)	I, P, F, A	P, T, O	C, D	C	8,257.00
8. Team Visitations (Objective - provide faculty and staff the opportunity to visit outstanding programs in other junior colleges and to make recommendations for our future campus)	I, F	U		C	6,417.00
9. Purchase or Development of New Teaching Aids and Diagnostic Equipment (Objective - develop or purchase new teaching materials for vocational students; establish a record listening room; provide staff time to create and expand T. V. teaching aids)	I	P, T, O, E	C, D	C	7,206.00
10. Community Involvement Programs - Textile Workshops (Objective - to initiate a non-credit crafts program as a community service for adults)	I	E, CS		NC	1,417.00
			TOTAL COST		69,453.50

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

SEMINOLE JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Faculty In-Service Training Program (Objective - evaluation and revision of course plans, student achievement, realistic student counseling. Introduction of new courses and programs, and evaluation of classroom instruction)	I	P		NC	878.42
2. Research (Objective - On-campus research to support faculty-staff problems. Cooperate with Florida Community College Interinstitutional Research Council)	A	P		NC	4,568.34
3. Mini-Projects (Objective - upgrade and update methods of instruction by providing money for special projects)	I	P		NC	734.00
4. Faculty Library (Objective - provision of professional materials for the staff and faculty)	I	P, T		NC	326.16
5. Television and Audio Experimentation (Objective - use modern equipment in classroom instruction and help in evaluation of instruction)	I, P	P		NC	8,080.00
6. Visitation and Conferences (Objectives - keep staff abreast of new programs and provide means for receiving help from conferences, meetings, etc.)	I, P	P, T		NC	2,100.00
7. Community Study (Objective - study the needs of the community with special emphasis on Vocational-Technical and Adult needs)	A	T, O, E		NC	3,350.90

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

SEMINOLE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. Teacher Aide (Objective - give aid to the teaching staff in routine duties)	I	P		NC	6,826.80
9. Professional Study (Objective - allow individual study at near-by colleges and universities for faculty and staff improvement)	I	P, T		NC	2,270.49
10. Programmed Studies (Objective - provide programmed materials and supplementary materials for self-teaching and review purposes)	I, P	U	C	NC	3,702.66
11. Audio-Visual Laboratory (Objective - establish a program for use of audio-visual equipment and materials)	I	U		NC	15,300.00
			TOTAL COST		48,137.77

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

SOUTH FLORIDA JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Participation in Conferences and Workshops (Objective - allow faculty members to participate in certain academic environments which would assist them in achieving defined objectives - mainly more effective instruction)	I	P, T, O		NC	1,286.36
2. Graduate Work and College Work (Objective - encourage instructors to take additional course work in their particular instructional area)	I	P, O		NC	680.91
3. Inter-Institutional Visitation (Objective - provide opportunities for faculty and administrative member of staff to see first hand successful and innovative courses and programs in action and determine feasibility for implementation at our institution	I	P, T, O		NC	77.05
4. Analysis and Innovations in Course Offerings (Objective - provide time for staff members to develop courses experimentally or to revise established courses)	I	P, T, O	NA	NC	-
5. Institutional Self-Study (Objective - conduct in-depth studies of various phases of the institution)	NA	U	NA	NC	-
6. Development of Professional Library (Objective - develop a comprehensive professional library for faculty and staff)		U		NC	1,154.68
7. Non-Instructional Participation in Conferneces, Studies, etc. (Objective - assist non-instructional personnel to acquire greater competency in their area of responsibility)	A	U		NC	176.00
				TOTAL COST	3,375.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

TALLAHASSEE COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Sabbatical Leave (Objective - provide leave for one full year on ½ pay for advanced study to help meet accreditation standards)	I	P, T		C	5,184.00
2. College Tuition Reimbursement (Objective - reimburse faculty members for tuition costs of graduate courses)	I	U		C	1,711.00
3. Professional Faculty Travel (Objective - gain new insights and ideas about programs, techniques and methods by visiting other institutions, attending conferences, and participating in short courses and seminars)	I	U		C	4,728.29
4. Released Time - Summer Term (Objective - revise instructional approaches in all political science courses to more involve student participation; to develop relevant glossaries for History, math, oceanography, and biology)	I	P, T, O		C	12,822.00
5. Released Time, Full Year (Objective - release health department instructor ½ time to develop an A.D. Nursing Program)	I, F, A	T		C	4,896.00
6. Consultant Services (Objective - bring in outside expertise to evaluate existing programs and to make improvements therein)	I	P, T		C	1,669.60
7. Institutional Research (Objective - pay membership in the Florida Community Junior College Inter-Institutional Research Council. Provide current, accurate data essential to educational improvement)	I, P, A	U		C	3,226.34

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

TALLAHASSEE COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. Reenforcement Program (Help-Sessions) (Objective - provide tutorial and help-session services to students in need at times most convenient to them so that they might reach maximum potential in achievement)	I	P	D	C	966.54
9. Related Material - Curriculum Development (Objective - provide new materials necessary to be relevant to a revised geography course)					212.1
				TOTAL COST	35,415.8

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

VALENCIA JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Inter-Institutional Research (Objective - participate in a coordinated effort to develop more effective junior college research in Florida through membership in the Florida Junior College Inter-Institutional Research Council)	A	P, T		C	3,226.34
2. Printing of Curriculum Long-Range Plan (Objective - put the results of the long-range planning efforts of Valencia Junior College faculty into a permanent and more readable form)	I	U	C	NC	32.50
3. Equipment for Directed Studies (Objective - integrate the oral and written aspects of communications so that the student can more readily detect errors in linguistics, mechanics, and pronunciation)	I	O	C	C	1,422.50
4. Materials for Directed Studies (Objective - build greater involvement and maturation by students to reduce failure rates and withdrawal to increase student's ability to handle academic work)	I	P	C	C	896.84
5. Consultants (Objective - provide faculty and special committees with persons with expertise and innovative ideas so as to develop long-range plans and programs)	I	U		C	1,417.00
6. Inter-Institutional Visitation (Objective - allow faculty and staff to visit other junior colleges and senior institutions to gether information for program development)	I, A	P, T, U	C	C	749.42

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1969-70

VALENCIA JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Participation in Conferences and Workshops (Objective - send representatives to selected state, regional, and national conferences in order to help faculty become more informed on matters related to their instructional areas)	I, A	P, T, U	C	C	11,640.45
8. Purchase of Professional Books and Journals (Objective - develop a professional library which will be available to the faculty and which will facilitate other objectives of the long-range plan)	I	U		C	857.29
9. Saturday Work-Session Stipends (Objective - allow faculty to develop a comprehensive departmental long-range plans and an overall plan for staff and program development)	I	P, T, O	C	C	2,655.81
10. Released Time for Summer Study (Objective - make it possible for selected instructors to pursue summer study programs for the benefit of the college)	NA	NA	NA	NA	NA
11. Faculty Workshops (Objective - provide in-service educational activities for faculty and staff which will improve curriculum and instruction)	I	U	C	C	1,022.50
12. Released-Time for Instructors to Develop Innovative Programs (Objective - allow selected instructors to be released from part of their teaching load in order to plan and develop innovative programs and long-range plans)	I	P, T	C	NC	-
				TOTAL COST	23,920.65

SPD Activities Analysis

1970- 71

NOTE: For Explanation of codes used in this section, refer to Form SPD-4, Appendix A

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

BREVARD COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Instructional Systems Development (Objective-orientation of faculty to Instructional Systems Development; release time for specified faculty members to systematize their courses.)	I	P,T,O		C	68023.00
2. Management by Objectives (Objectives-establishment of institutional goals and management objectives for the college. Providing faculty and staff with an orientation to management systems and involving faculty and staff in the college management system.)	A	U		C	3465.00
3. Program Development - Academic (Objectives-providing partial support for Ocean Engineering Curriculum, Licensed Practical Nursing Curriculum, and Computer Engineering Technology Curriculum.)	I	T,O		C	27410.00
4. Faculty Development (Objectives-improvement of instruction via faculty in-service education and training.)	I,P	U		C	9182.00
5. Non-Instructional Staff Development (Objectives-improve the functioning of non-instructional personnel in their positions and to train personnel for increased responsibility and more complex positions.)	A	U		NC	1700.00

BREVARD COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
6. Non-Instructional Program Development (Objectives- (1)survey of faculty and staff attitudes by outside organization; (2) organize comprehensive personnel; (3) establish Office of Program Development.)	A	U		C	15300.00
				TOTAL COST	125080.00

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

BROWARD COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Long-Range Plan Annual Update (Objectives-originally planned to engage consultants to assist but decided to do this internally through our own Director of Federal Programs and Development Staff.)	A	U		C	3520.00
2. Initiate special program for disadvantaged students known as Student Program to Achieve New Spheres (SPANS) (Objectives-in cooperation with special advisory personnel, counselors and community organization, specialized courses in Mathematics, Social Science, Natural Science, Communications, Reading, Speech and similar areas were devised to meet the needs of disadvantaged students.)	I	U	D	NC	79773.00
3. Video Tapes and Similar Materials for Specialized Areas, Nursing, Biology, Chemistry and Medical Assisting. (Objectives-in specialized areas such as Nursing, Respiratory Therapy, Radiologic Technology, Biology and Chemistry, to provide through means of video tapes and related materials experience not available through first hand information.)	I	P,T		C	18720.00
4. Statistical and Related Research in the Guidance Program, in cooperation with Institutional Research Council at the University of Florida. (Objectives-conduct statistical research on students performance on transfer or on-the-job and develop format to keep research current. Also provide release time for faculty to study effectiveness of specialized courses and programs. Participate in inter-institutional Research Council.)	A	P,T		NC	14711.88

BROWARD COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
5. Provide Opportunities for the Upgrading of Faculty and Staff. (Objectives-to provide sabbatical leaves for fulltime certified instructional personnel for graduate study and related activities, and to provide fee waivers for special studies, conduct orientation for new faculty and staff, conduct in-service training for faculty and staff, fund professional travel, fund inter-institutional visitations.)	I	P,T,U		C	62190.02
6. Determine Specific Needs for Programs and Courses to Serve the Community (Objectives-to survey various segments of business, industry, and education, and retirement communities to determine needs which the college might fulfill.)	I,A	P,T,E,CS		C	1800.00
7. Refine Instruments of Evaluation (Objectives- to refine instruments of evaluation in order to become more effective.)	I	P,T		NC	600.00
				TOTAL COST	181314.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

CENTRAL FLORIDA COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Faculty Inter-College Travel (Objectives- program and curriculum development as a result of college visitations to observe new and/or innovative programs.)	I,A	P,T		NC	6173.38
2. (Salaries) - Data Processing - Reading and Research (Objectives-to provide support for new programs in an attempt to make them financially self-supporting.)	I,P	P,T	C	NC	25024.31
3. Sabbatical and Professional Study Leave (Objectives- advanced training and updating of skills for Director of Counseling to make our student counseling services better serve the needs of the college.)	P	U		NC	9849.24
4. Tuition - In-Service Training (Objectives - none.)	I,P,A	P,T		NC	2565.00
5. Consultants (Objectives-to make available expertise not available locally to assist college in evaluating programs and developing new ones.)	I	P,T		NC	185.00
6. Tutorial Program (Objectives-use of peer-group tutoring for low-ability and culturally deprived students to aid them in doing successful work.)	I	P,T	C	NC	3468.20
7. Research (Membership in IRC) (Objectives-to get assistance of a state-wide agency to do research comparing this institution with other similar junior colleges in Florida.)	A	U		NC	2263.43
8. Counseling - Reading (supplies) (Objectives- improvement of programs through providing supplies to evaluate students better.)	P	P,T	C	NC	505.27

CENTRAL FLORIDA COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
9. Developmental Reading Program (Equipment) (Objectives-to provide materials for use of reading expert in upgrading reading skills.)	I	P,T	C	NC	345.30
				TOTAL COST	50377.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

CHIPOLA JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Learning Resources Center (Objectives- to put the Learning Resources Center into operation by identifying and employing a director.)	I,A	P,T,O,CS	C,D	NC	6500.00
2. Participation in a 3M Media Course by twenty Chipola faculty and staff members. (Objectives-to train faculty and staff in the preparation, use and techniques of materials for a learning resources center.)	I,P,F,A	P,T,O,E,CS	C,D	C	388.99
3. To unify the present Guided Studies Program into a Separate and Individual Department (Objectives-to obtain services of a director of Guided Studies; to visit other institutions with similar programs; to visit and work with consultants; and to develop in-service programs for faculty in the area of guided studies.)	I,P,A	P,T,O	C,D	c	6974.95
4. Guided Studies and General Education Mathematics (Objectives-to determine what is being done by others in the areas of Guided Studies and General Education Mathematics and to identify where our own program needs changing so that decisions can be made concerning needed innovations and methods of implementation.)	I,P,F	P,T	C,D	NC	2000.20
5. Integrated Humanities - Western Civilization (Objectives-to plan an integrated Humanities-Western Civilization course.)	I	P		NC	1271.36
6. "Software" for Western Civilization courses (Objectives-to prepare "software" for use in existing Western Civilizations courses.)	I,F,A	P		C	1684.02

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CHIPOLA JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Strengthening of Humanities 211-212 courses (Objectives-to strengthen the HU 211-212 courses by revising syllabi evaluating all pertinent A-V holdings, texts and supplementary materials, and receiving consultant services.)	I	P,T,E,CS		C	1088.75
8. Speech Clinic (Objectives-to evaluate the problem and classification for special treatment for speech defects; to render individual assistance in analyzing problems and prescribing corrective measures; and to use electronic and mechanical materials during practice drills and continuous reevaluation by instructor.)	I,P,F	P,T,O,E,CS	C,D	NC	1881.94
9. Afro-American Studies Course (Objectives-to examine Afro-American Studies courses in other institutions; to examine materials (books, A-V materials, etc.) used in courses; and to prepare materials to be used in course at Chipola.)	I	P,E,CS	D	C	1026.48
10. Lectures by Outstanding Negroes (Objectives-to expose the Chipola student body and faculty to some of the achievements of American Negroes by means of lectures given by outstanding Negro educators, artists, athletes, government officials, and scholars in order to create a better understanding of Negro contributions to American life.)	I,P,A	P,T,O,E,CS	C,D	C	482.20
11. Upgrading of Vocational Faculty and Familiarizing Other Faculty with Vocational Programs and Concepts (Objectives-to have vocational faculty participate in training courses appropriate to their fields and to help change non-vocational faculty attitudes concerning vocational programs.)	I	T,O	D	NC	1733.00

CHIPOLA JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
12. To acquaint all college faculty with the need for and purpose of vocational-technical education in the community junior college. (Objectives-to utilize services of a consultant to meet with the division groups and give presentation to total faculty.)	I,A	T,O	D	NC	250.00
13. To evaluate the need to expand the present Chemical Technology Program (Objectives-to prepare a questionnaire for surveying industry, government, and other appropriate agencies concerning opportunities for graduates of the program and to contact employment agencies concerning need for graduates.)	I,P	T		NC	none
14. Determination of requirements and needs of students enrolled in Biological Science courses and to develop a course or courses to meet needs. (Objectives-evaluation of present course content and laboratory experiences; develop and prepare teaching aids; and revise or design new courses to meet needs of students.)	I	P,E,CS		NC	2280.90
15. To develop techniques for production of macro and micro photographs of biological or physical structures for college use and to train faculty in use of equipment (Objectives-to purchase and install equipment for macro and micro photography; to develop techniques for photographic processes and development of film and prints of photographs.)	I	P,CS		NC	3203.25

CHIPOLA JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
16. Lectures by noted social scientists in order to amplify and to provide fresh approaches and enthusiasm for various fields of the social sciences. (Objectives-to provide lectures to the student body, talks with select class groups in appropriate fields, and informal faculty seminars.)	I,P	P,E,CS	D	NC	2265.00
17. Visiting Scientist Program (Objectives-to secure a minimum of six visiting scientists to serve as lecturers and to render consultant services to the Natural Science Division; to conduct seminars; to provide career counseling; and to evaluate curriculum.)	I,P	T,E,CS	D	NC	1970.30
18. Physical Plant Inventory (Objectives-to transfer physical plant inventory over to computer; to have secretary take data processing course; to obtain temporary replacement for secretary.)	F,A	U		NC	none
19. Library Holdings for Western Civilization, American History, and Social Science Courses. (Objectives-to correlate library holdings with course content, to code holdings for possible computerization; and to determine areas of need for library holdings in the disciplines.)	I	P,T,E,CS	D	NC	1287.50
20. Computer Science and Data Processing Curricula (Objectives-to allow faculty members release time to plan curricula and courses; to attend seminars or workshops and to attend ACM and DPMA national meetings; to receive consultant services.)	I,F,A	P,T,O,CS	D	NC	2735.95

CHIPOLA JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
21. Computer programs related to Calculus and Linear Algebra (Objectives-to allow instructor release time to become familiar with computer operation and APL language and to plan problems for calculus and linear algebra.)	I,F	P		NC	1362.50
22. Business Officers Training (Objectives-to allow Business Officer (Director of Business Affairs) to participate in workshop for business managers.)	A	U		NC	207.55
23. Upgrading of Secretarial Staff (Objectives-to allow secretarial staff to attend workshops and state meetings to associate with other junior college personnel for improving efficiency.)	A	U		NC	177.15
				TOTAL COST	40763.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

DAYTONA BEACH COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Upgrading and retraining Faculty and Staff (Objectives-we support tuition, books, fees, and financial assistance based on need to selected staff member.)	I	P,T		NC	23636.62
2. Faculty Development (Coordinator, Faculty Development) (Objectives-a coordinator for orientation and development will be functioning.)	I,P,F,A	U		NC	7000.00
3. Study Opportunities (Objectives-each staff member will have taken a refresher course in his area of responsibility.)	I	U		NC	12959.09
4. Professional Institutes, Seminars, Workshop (Objectives-we will support our staff in their attendance and participation in professional mettings which cannot be supported under a normal operating budget.)	I	U		NC	12481.88
5. Inter-Institutional Research Council (Objectives-Daytona Beach Community College cooperated in inter-institutional research.)	A	P,T,O	D	NC	5056.67
6. Departmental Research (Biology) (Objectives-collecting biology specimens and preparation of lab manual complete with behavioral objectives.)	I	P		C	849.08
7. Departmental Research (Student Services) Objectives-exploring new ways of assisting high school students to choose college programs.)	P	P,T,O	C,D	NC	112.57

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

DAYTONA BEACH COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. Departmental Research Applied Science (Objective-improve instruction in the Automotive Department by using CCTV.)	I	T,O		NC	6688.15
9. Departmental Research Continuing Education (Objective-to improve faculty planning.)	I	E,U		C	534.00
10. Inter-School Visitation (Objectives-to support meaningful and productive visits by our staff to other community colleges.)	I,P,A	U		NC	1437.84
11. Institutional Research (Objectives-a fulltime Director of Research for institutional research.)	P,A	U		C	13473.98
12. In-Service Training (Objectives-to improve evaluation techniques and procedures of student performances other than tests as they relate to the technical-learning process.)	I,P	P,T,O		C	13776.53
13. Professional Library (Objectives-a program of continuing selection and acquisition of texts, periodicals, and materials will have been developed.)	I,P,A	U		NC	22.25
14. Director Instructional Development (Objectives-a Director of Instructional Development is functioning and reorganizing the Learning Resources Center.)	I	P,T,O		NC	6672.39
				TOTAL COST	104695.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

EDISON JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Professional Leave - Radcliff (Objectives- (1) to assist an instructor in completing the Ph.D. to more adequately meet SACS standards; (2) to provide educational training for more effective leadership in HPE and athletics.)	I	P		C	3900.00
2. Professional Leave - Bacon (Objectives- (1) to assist an instructor in completing her M.S. in the vital subject area of Reading; (2) to provide specialized training for better service to students.)	I	U	C,D	C	5461.75
3. Computer Institute - Newton (Objectives-to train a mathematics instructor in FORTRAN, computer-assisted instruction into the MTH program.)	I	P,T,O		C	1691.00
4. Professional Leave - Richardson (Objectives- (1) to assist an instructor to overcome a deficiency in subject matter; (2) to improve instructor morale; (3) to meet SACS standards.)	I	P,T,O		C	1755.00
5. Textbook - Kane (Objectives-to assist an instructor financially in the writing of a textbook to accompany an innovative course in General Education Science.)	I	P,T		C	607.70
6. Workshop - Peterson (Objectives- (1) to assist a counselor in preparing para-professional personnel for employment in Student Personnel Services; (2) to develop a plan for the training and utilizing of these personnel at EJC.)	P	U		C	251.00

EDISON JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Professional Leave - White (Objectives- (1) to remove deficiency in graduate hours in teaching field for SACS; (2) to gain knowledge in teaching writing; (3) to gain hours to extend teaching certificate; (4) to improve morale.)	I	P,T,O	C,D	C	3325.92
8. English Laboratory - Moskal (Objectives-to move to a system approach in the teaching of college English.)	I	U	C,D	C	766.87
9. Technical Consultant - McMahon (Objectives- (1) to provide a technical consultant to the theatre program for more effective teaching experiences; (2) to take theatre to the community from the college; (3) to assist in Fine Arts Series.)	I	P,E,CS		C	1000.00
10. Consultants - Robinson (Objectives- (1) Interaction Seminar for Administrative Staff; (2) Labor Relations for Administrative Staff; (3) Seminar on the Disadvantaged; (4) Governor's Conference on Disadvantaged.)	I,A	U		C	1875.88
11. IRC Membership (Objectives-to participate with other junior colleges in the Florida system in research and information sharing as a member of the Florida Community College Inter-Institutional Research Council.)	I,P,F,A	U		C	2190.78
12. Metal Sculpture Consultant - Salonder (Objectives- (1) to introduce metal sculpture into art classes; (2) to provide lectures and demonstrations to students, faculty, and community on the art of metal sculpture; (3) to stimulate faculty through in-service training.)	I	P		C	300.00

EDISON JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
13. Visiting Scientist Program - Kane (Objectives-to bring distinguished scientists to the college for public lectures and consultation with faculty, students, and administration.)	I	U		C	350.00
14. Preview Area - Ritzman (Objectives-to establish a preview area for large groups to view films, etc.)	I,P,A	U		C	775.84
15. Metal Sculpture Demonstration - Hollander (Objectives- (1) Public demonstration lecture linking science and art through use of new materials, demonstrations.)	I	U		C	150.00
16. Conference on Junior College Teaching - W. Salonder (Objectives- (1) to send a faculty member to the National Conference on the nature and demands of two-year college teaching, (2) to have him share the results with the general faculty.)	I	U		C	389.45
17. Educational Assistance - Tracy (Objectives- to send our art instructor to a workshop on the use of plastics in art.)	I	P		C	55.00
18. Metal Sculpture Consultant - Salonder (Objectives- to follow up on project number 2012 to allow more time for the consultant to work with students and faculty.)	I	P		C	200.00
19. Language Laboratory - Patrizi (Objectives-to purchase a cassett tape recorder for installation in the Language Lab; instructor could then record instruction lessons, etc. and "dub" these on cassetts allowing students to do oral work on their own recorders and on the third floor of the LRC.)	I	P		NC	162.50

EDISON JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
20. Mathematics (Objectives-to purchase overhead transparencies in support of an experimental program in MTH.)	I	P,T,O		NC	1369.42
21. Conference on English - Moody (Objectives-to send an English faculty member to a national conference in English to obtain ideas in developing a "CORE" program in communication.)	I	U		C	228.00
				TOTAL COST	26799.00

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

FLORIDA JUNIOR COLLEGE AT JACKSONVILLE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Graduate Course for Staff Personnel (Objectives-to develop a staff of competent, well qualified individuals who are well grounded in their subject discipline and junior college education.)	I,P,A	P,T,O		NC	34466.42
2. Extended Professional Leave (Objectives-to permit faculty to improve their professional skills and competencies through formal study or research on an extended leave basis.)	I,A	P		NC	57052.14
3. Travel and Per Diem (Objectives-to develop a staff of well qualified individuals who are well grounded in their areas of specialization and junior college education.)	I,P,A	P,T,O		NC	53222.16
4. Professional Library (Objectives-to continue developing a professional library which will aid in the development of a competent faculty, staff, and administration.)	I,A	P,T		C	5552.30
5. Equipment and Materials (Objectives-to purchase materials and equipment in order to further develop a comprehensive curriculum in Career Education, University Parallel Education, and Adult Continuing Education.)	I	P,T,O		NC	71734.45
6. Consultants and Institutional Memberships (Objectives-to employ consultants and lecturers to participate in the academic program in the respective departments of the college; to provide institutional memberships as an aid to the evaluation of the instructional program.)	I	P,T,U		NC	53512.83

FLORIDA JUNIOR COLLEGE AT JACKSONVILLE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Staff for New Programs (Objectives-to employ staff for new programs in the Experimental College, Guided Studies and Career Education.)	I	O	C	C	3816.80
8. Faculty Fellowship Program (Objectives-to provide an opportunity for the faculty to develop innovative approaches to their individual instruction through financial support.)	I	P		NC	18468.42
9. Doctoral Dissertation Assistance (Objectives-to assist faculty in defraying costs of those dissertations which are judged to be of direct benefit to the college.)	I	T		C	148.37

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TOTAL COST 297970.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

GULF COAST COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Programmed Learning Laboratory (Teacher Productivity) (Objectives-to expand Programmed Learning Laboratory to include developmental reading materials and equipment for English and Basic Communications (speech); expand printing reproduction phase of laboratory and provide secretarial assistance.)	I	P,O	C	NC	28389.02
2. Campus Coordination and Photo-Identification (Objectives-to develop a system whereby all campus activities, functions and responsibilities can be coordinated as they apply to Registrar's Office, Library, Student Activities and Student Personnel Services; to coordinate student records through Data Processing.)	I,P	P,T,O	C	NC	none
3. Visiting Consultants and Resource People (Objectives-to bring consultants and resource people to visit with various divisions to examine program of instruction and recommend how the latest methods and techniques can be used for improvement.)	I,P,A	P,T		C	1242.25
4. Faculty and Staff Professional Visitations (Objectives-to allow faculty and staff to visit junior and senior colleges, attend professional meetings and conferences in their field of interest in order to observe changing methods and techniques in use.)	I,P,A	P,T,CS	C,D	NC	4429.89
5. Professional Study and Continuing Education (Objectives-to permit faculty and staff to attend seminars, workshops, short-courses and conferences in their discipline; to offer in-service training courses on campus for faculty and staff.)	I,P,A	P,T,CS		NC	1105.99

GULF COAST COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
6. Technical Instructional Media Center (Objectives-to establish a technical instructional media center for occupational and technical programs to aid in duplicating and producing instructional aids and the presentation of such aids in teaching activities.)	I	P,T,O	C	NC	1242.65
7. Substitute Teachers (Teachers Aid) (Objectives-to have substitute instructor assume class responsibities during the absence of the regular professor in order to maintain high level of instruction.)	I	P,T	C	C	7250.56
8. Six Week Course in Structural Linguistics (Objective-none)					none
				TOTAL COST	43657.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

HILLSBOROUGH COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Program, Continuum and Specific Behavioral Goals	I	P,T	C	NC	6000.00
2. Individualized Educational System	I	P,T	C	NC	29500.00
3. Develop Media to Complement Learning Strategies	I	P,T	C	NC	11300.00
4. Develop Program of Evaluation of Student Proficiency	P	P,T	C	NC	10200.00
5. Methods of Research and Evaluation	I	P,T	C	NC	5100.00
6. In-Service Training in Systems	I	P,T	C	NC	6700.00
7. Development of Admissions and Records Sub-System	A	U		NC	3200.00
8. Development of Management by Objectives Sub-System	A	U		NC	3000.00
				TOTAL COST	75000.00

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

INDIAN RIVER COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Plan and Implement Auto Mechanics Program (Objective-to hire an instructor, determine course objectives and content for each category, implement entire program in fiscal year 1970-71.)	I	O		NC	9576.61
2. Plan and Develop Auto Body Fender Repair Program (Objective-)	I	O		NC	8661.89
3. Plan and Develop Air Conditioning Service (Objective-to hire an instructor, determine course objectives and content for each category, implement entire program in fiscal year 1970-71.)	I	O		NC	8671.67
4. Develop Vocational Welding Program (Objective-to hire an instructor, determine course objectives and content for each category, implement entire program in fiscal year 1970-71.)	I	O		NC	8914.63
5. Develop Vocational Home Economics Program (Objective-to hire an instructor, determine course objectives and content for each category, implement the entire program in fiscal year 1970-71.)	I	O		NC	10359.87
				TOTAL COST	46181.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

LAKE CITY COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Inter-Institutional Research Council (Objectives-(1) coordinate research efforts with other junior colleges; (2) combine planning and development of resources in research efforts; (3) participate in in-service research training.)	I,A	U	C	NC	2457.16
2. Guidance and Counseling Projects (Objectives-to reduce drop-out rates; improve processes of changing courses; reduce failure rate and dissatisfaction of students.)	P	U	C,D	NC	11006.37
3. Sabbaticals (Objectives-to provide opportunities for the faculty and staff for professional improvement by matching college sabbatical funds.)	I	J		C	1410.05
4. Cultural Activities (Objectives-to coordinate cultural and humanities activities to enrich the cultural life of students and persons in the community.)	I	P,T,O,E,CS		NC	2424.48
5. Project 3000 (Objectives-to encourage faculty and staff to attempt innovative projects, attend workshops and generally participate in innovative activities.)	I,P,A	U		NC	5961.05
6. Social Science (replaces Progressive Studies Aide Project) (Objectives-to provide compensatory program students experience in human relations, ethnic problem solving and societal realism.)	I	P,T,O	C	NC	1775.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

LAKE CITY COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Audio-Tutorial Program Aides (Objectives-to develop individualized instruction methods and techniques through exploration of educational technology and adapt developments to the college program.)	I	P	C	NC	4104.00
8. Journal Subscriptions (Objectives-to expand the knowledge of college personnel through reading of professional journals.)	I,P,A	U		NC	135.00
				TOTAL COST	29272.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

LAKE-SUMTER COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Director of Continuing Education (Objective-coordination and direction of activities, development of courses and methods to better serve the adults of Lake and Sumter counties.)	I	U		NC	6695.04
2. Continuing Education Research (Objective-to determine the wants and needs of the adults of Lake and Sumter counties; to develop better ways of serving these adults.)	I	E,CS		NC	16.00
3. Off-Campus Course (Objective-at least one new adult course taught off-campus, designed to meet specifically the needs of adults.)	I	P		C	525.00
4. New Instructional Techniques (Objective-at least one conference or workshop each in computerized instruction, closed circuit television, and systems approaches.)	I	U		NC	-0-
5. New Instructional Techniques (Objective-experimental instruction utilizing computerized instruction, closed circuit television, and system approach.)	I	U		NC	2400.00
6. Professional Library - Books (Objective-to increase faculty awareness of current problems, trends, innovations, etc. in general,and in junior college education in particular.)	I	U		C	466.64
7. Subscriptions to Junior College Journal (Objective-to increase faculty awareness of current problems, trends, and innovations in education in general, and junior college education in particular.)	I	U		C	55.00

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LAKE-SUMTER COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. Learning Laboratories: Research and Planning (Objective-plans for staffing, equipping and utilizing several learning laboratories.)	I	P,T		NC	-0-
9. Learning Resources: Pilot Program (Objective-experimental operation of the learning resources laboratory, resulting in data about the utilization of the laboratory.)	I	U		NC	2261.87
10. Advanced Training for Faculty (Objective-to enable selected faculty to function more effectively by increasing their capabilities in their areas of responsibility.)	I	U		C	403.00
11. Visitations to Colleges and Meetings (Objective-to enable faculty and staff to keep informed about current developments in their fields.)	I	U		C	2583.15
12. Sabbatical Leave for Advanced Study (Objective-to increase the scope and depth of knowledge of selected faculty members.)	I	P,T		C	4863.12
13. Consultants (Objective-to increase the skills or knowledge of groups of staff or faculty members by keeping them informed about current developments in their fields.)	I	P,T		C	580.00
14. Non-Instructional Workshop (Objective-to increase the skills of non-instructional staff so that they might better serve the educational purposes of the institution.)	A	U		NC	-0-

LAKE-SUMTER COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
15. IRC Membership (Objective-assistance in obtaining medical data.)	A	U		C	1707.52
16. Research and Planning: Environmental Studies (Objective-plans for a program designed to help solve such problems as pollution, transportation and over-population.)	I	E		NC	-0-

TOTAL COST 22554.00

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

MANATEE JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Professional Assistant in Business Administration (Objectives- (1) to improve methods of handling and checking papers; (2) to develop practice and case problems for use in business math classes for motivational purposes; (3) to experiment with visual aids and develop a store of promising ones.)	I,A	P,T,O	C	C	1200.00
2. Library Workshop (Objectives-to learn about classifying new accessions in Library of Congress classification.)	A	U		C	161.25
3. National Spirit and Sportsmanship Workshop (Objective-to promote more and better school spirit among school leaders in connection with all phases of school activities.)	I	U		C	179.46
4. Improving Teaching of Math by use of Computer (Objective-to learn how to use the 1620 computer to enhance and augment math science and technology programs.)	I	P,T,U		NC	5894.00
5. Use of Consultants and Professional Assistants in Math (Objectives-to bring in professional help to aid the faculty in finding innovative approaches for teaching math.)	I	P,T		NC	6300.00
6. Study Sabbatical (Objectives-to enhance the participant's competency as a math instructor.)	I	P,T		NC	4800.00
7. Study Sabbatical (Objectives-to participate in a graduate course emphasizing curriculum planning and instructional innovations.)	I	P		C	101.80

MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. Attendance at National Social Science Convention (Objective-to become more aware of new trends and methodology in the teaching of Social Science.)	I	P		C	260.63
9. Study Physical Education Clinic (Objective-to learn more about the total program in physical education and coaching methods.)	I	P		C	267.75
10. National Reading Workshop (Objectives-to gain practical information about and insight into methods, content materials, and equipment for basic English course.)	I	P,T,O	C	C	206.00
11. Guided Studies Curriculum Development (Objectives-to utilize a professional person to critique the total program.)	I		C	NC	
12. Improving Teaching the Clinical Aspects of Nursing (Objectives-to use a professional person to improve the over-all teaching aspects of the clinical experiences of nursing students.)	I	T		C	1875.00
13. Improving Cooperative Education Program (Objectives-a professional assistant will help to bring into focus short and long range objectives and work with the total aspects of the program.)	I	P,O		NC	3925.48
14. Study Sabbatical (Objectives-to pursue graduate work specializing in music conducting.)	I	P		NC	1000.00

MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
15. Counselor Training for Urban Studies and Environmental Management (Objectives-to equip student personnel staff with innovative features and techniques appropriate to the Urban Studies Program.)	P	P,T,O		C	150.00
16. Professional Assistant in Urban Studies, LEEP and Medical Technology Programs (Objectives-to provide a staff assistant to help in developing three special programs.)	I	P,T,O		NC	3557.17
17. Special Materials for Urban Studies and Environmental Management (Objectives-to develop materials that will aid in informing the committee about the special programs being offered.)	F	U		C	852.95
18. Study Sabbatical (Objective-to secure formal training and competency in anthropology.)	I	P		NC	1000.00
19. Study Sabbatical (Objective-to secure more work in the area of Political Science.)	I	P,T		NC	1000.00
20. Attendance at English Literature Conference (Objectives-to participate in a nation wide conference concerning English Literature.)	I	P		NC	160.00
21. Membership in Inter-Institutional Research Council (Objective-to participate actively in the University of Florida Inter-Institutional Research Council.)	I,P,F,A	P,T,U		NC	3156.72
22. Faculty Conference (Objective-to review newest trends in teaching, grading and the like.)	I,P,A	P,T,O		C	430.11

MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
23. AAJC Ninth Annual Bennett Conference (Objective-to become better informed on problems pertinent to the junior college.)	I,P,F,A	P,T,O,U		NC	215.00
24. Study Sabbatical (Objective-to extend graduate work in the specialized field of nursing.)	I	T		NC	2000.00
25. Orientation of new Science Lab Director (Objective-to bring newly appointed science lab director to the campus for orientation purposes.)	I	P		C	301.00
26. Study Sabbatical (Objective-to learn the latest teaching methods in English and literature.)	I	P		NC	NC
27. Professional Assistant in Mathematics (Objective-to employ a professional assistant in working with special problems in the Math lab.)	I	P,T	C	NC	3000.00
28. Study Sabbatical (Objective-to improve teaching competence in the field of U.S. History.)	I	P		NC	1000.00
29. Study Sabbatical (Objective-to become more proficient in the field of guidance through graduate study.)	I,P	P,T,O		NC	1000.00
30. Counselor Training for Special Programs (Objective-to equip college guidance staff with innovative features and techniques appropriate to special programs such as Urban Studies.)	I,P	P,T	C	C	150.00
31. Revising Teaching Approaches to Chemistry (Objective-to revise approaches to teaching chemistry with the focus on closer articulation between lectures and laboratory, better use of facilities, and increasing handling of more students.)	I,F	P,T		C	600.00

MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
32. Electronics Technician for Improving Audio Visuals (Objective-to improve the services and develop new approaches for the Audio Visual Department; a full-time technician will work with equipment, faculty, and assist in promoting a wider use of all facilities.)	I,F	P,T,O,U	C	NC	5000.00
33. Innovations in the Math Department (Objective-to bring in specialized equipment to develop certain procedures that may provide a route to success for even the weakest students.)	I,F	P,T	C	NC	5000.00
34. Professional Assistant for Urban Studies (Objective-to utilize a professional assistant who can assist in developing and broadening the scope of the various programs.)	I,P,F,A	P,T,O,U	C	NC	4000.00
35. National Music Workshop (Objective-to upgrade the art and science of trombone performance and teaching at the college.)	I	P		C	282.75
36. Consultant for Technical Education (Objective- to use a consultant for May and September who will organize campaigns to inform the public of various programs and to provide better liaison with technology groups and the college.)	I,F	T,O,CS,U		NC	1000.00
37. Use of Computer for Teaching Math (Objective-to find ways to extend the use of computers to all math and science related courses.)	I	P,T		NC	6500.00

MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
38. Florida Association of Secretaries Workshop (Objective-to learn more about the Florida Educational System through exchange of ideas and experiences that will improve over-all efficiency of staff personnel.)	A	U		C	395.00
39. Nursing Workshop on Teaching Methods (Objective-to improve skills in instruction in nursing.)	I	T			136.00
40. Workshop in PPBS (Objective-to learn more about the PPBS project that will be applicable to this college.)	I,P,F,A	P,T,O,E,CS,U	C	C	325.12
41. Consultant for Aerospace Technology (Objective-to use a consultant in connection with setting up a federal surplus acquired flight seminar.)	I,F	T		NC	NC
42. National Debating Workshop (Objective-to prepare the instructor for improving inter-collegiate competition by increasing knowledge of debate propositions and learning how to deal with students more effectively.)	I	P		NC	NC
43. Use of Symbolic Assembler Language Emulator (Objective-to purchase the program (assembler language) to expose students to principles of programming using this simplified language.)	I	T		NC	500.00
44. Physical Education Workshop (Objective-to upgrade the basketball program by learning new trends, ideas, policies, and compare present programs with certain outstanding ones.)	I	P,T		C	121.25

MANATEE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
45. Course Development in Aerospace Technology (Objective-to develop a course outline for a new course for flight attendants.)	I	T,O		C	550.00
46. Consultant to Write Procedures Manual (Objective-to use a consultant who will work with administrative and financial personnel in writing a policy and procedures manual covering all operational aspects.)	I,P,F,A	P,T,O,C,E,CS,U	C	NC	4000.00

TOTAL COST 72548.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

MIAMI-DADE COLLEGE ADMINISTRATION

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Planning and Development of Programs and Operations for Downtown Campus (Objective-to develop an organizational unit capable of planning and operating an instructional program, which will fulfill the educational needs of an urban campus.)	I,P,F,A	U	D	NC	72220.00
2. Short Term Leaves (Objective-to give instructional personnel the opportunity to up-date their instructional techniques.)	I,P,A	U		C	250325.09
3. Sabbatical Leave (Objectives-to allow instructional personnel an opportunity for a year's leave to engage in advanced study,travel, research, etc. for self improvement and overall upgrading of academic program at Miami-Dade.)	I	U		C	148388.80
4. Minority Group Administrative Training Program (Objective-to provide an on-the-job learning experience in the area of junior college administration for a member of a minority group.)	A	U		C	10080.00
5. Group Ten Community College for the Seventies (Objectives-to provide opportunities for college staff to participate in workshop for instructional innovations, management by objectives and system approach to learning. Also to allow cooperative planning for a new computerized registration system to occur.)	I,A	P,O,CS	D	NC	5708.98
6. Travel for Administration/Faculty Development (Objective-to give administrators an opportunity to obtain first hand the latest knowledge relative to new developments in the field.)	I,P,F,A	U		NC	22333.01

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

MIAMI-DADE COLLEGE ADMINISTRATION CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. T.V. College (Objective-to plan and develop a T.V. College - initial phase.)	I,P,A	P,T		C	53000.00
8. Planning and Developing of Administrative and Instructional Support Programs (Objective-to plan, develop, implement and analyze administration and support programs.)	A	P,T		NC	52400.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

MIAMI-DADE JUNIOR COLLEGE SOUTH CAMPUS

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. SSC - Interdivisional Human Ecology (Objective- to develop new curriculum offering - a two semester course in human ecology.)	I	P,T,E		NC	500.00
2. NSC - Interdivisional Human Ecology (Objective- to develop new curriculum offering; to provide students with the true picture of the present status of the problems and issues pertaining to man and his environment, and the knowledge and methods for the action they must take in order to bring about the biological and social changes needed for man's survival.)	I	P		NC	430.00
3. Hum - Communication Arts - Video Tape (Objective- to establish a video-tape film workshop for a limited number of faculty selected from each division on campus.)	I	P,T		NC	2231.36
4. SSC - Sociology and Anthropology - Social Work (Objectives-to develop a two-year Social Work Program. Stage One, to gather information on which social agencies require undergraduate social workers and skills needed for the jobs.)	I	P,T,E	D	C	970.25
5. L.R. - Cost Effectiveness of On-Line Systems - Library (Objectives-to provide information upon which to base a decision as to how much additional library automation will be - cost effective for the Miami-Dade Junior College libraries. (2) To decide how to accomplish any recommended additional automation.)	A	U		NC	277.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES

MIAMI-DADE JUNIOR COLLEGE SOUTH CAMPUS CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
6. Special Programs - Meet Community Needs (Objective-to meet needs of changing community through meetings with community representative and travel to conferences and other community oriented programs.)	I	P,T,O	C	C	260.37
7. Student Affairs - Services to meet Student Needs (Objective-to attempt to evaluate and update Student Personnel Services by bringing in consultants from other institutions and by sending our personnel for pertinent training at other facilities.)	P	P,T,E		C	1079.50
8. Hum - Communication Skills - Program Development (Objective-to develop an effective tutoring service for remedial students at MDJC-South Campus.)	I	P,T	D	C	3840.00
9. Hum - Foriegn Language - Systems Approach to Course Development (Objectives - to learn a better approach to course development from having attended the workshop on Performance Criteria in Los Angeles.)	I	P	C	C	433.90
10. SSC - Sociology and Anthropology - Human Relations (Objective-project reduced to a determination of how students feel about current classroom practices and the experiment with procedures which would maximize the use of personal resources in learning.)	I,P,A	P	D	C	930.00
11. Hum - Communication Arts - Speech Clinic (Objective-to establish a pilot speech correction clinic.)	P	U		NC	346.25

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

MIAMI-DADE JUNIOR COLLEGE SOUTH CAMPUS CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
12. NSC - Physical Education - Development of Audio-Visual Aids (Objective-to improve existing programs through construction of audio-visual aids such as video, audio tapes, transparencies, and films.)	I	P,T	C	NC	5184.00
13. Hum - Art - Teaching Art Gallery (Objective-to work with gallery director in selection of art works for Teaching Gallery; to write goals and objectives for Teaching Gallery; to develop seminars for teachers to report findings.)	I	P		NC	7200.00
14. NSC - Math - Machine Lab (Objectives-to develop a machines lab for students in the Natural Sciences courses and certain Social Sciences courses.)	I	U			3000.00
15. V.P. - Development of High Priority Projects (Objective-to develop skills in communication, problem solving and other high priority areas in order to increase the effectiveness of individuals, work groups and the institution.)	I,A	U		NC	5941.59
16. Career Programs - Travel, Consultants (Objective-to give faculty members an opportunity to attend conferences, visit other institutions and invite consultants to our campus in order to develop and support diverse talents and innovative ideas.)	I	P,O		NC	2891.69
17. Humanities - Travel, Consultants (Objective-to develop and support the diverse talents and innovative ideas among the faculty in the Humanities Division.)	I	P		NC	5418.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

MIAMI-DADE JUNIOR COLLEGE SOUTH CAMPUS CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
18. Learning Resources - Travel, Consultants (Objective-to become acquainted with current and projected developments in the field of information science.)	I,A	U		NC	423.00
19. Natural Science (Travel and Consultants) (Objective-to enable faculty to better satisfy needs of students in the mathematics and science courses and programs.)	I	P	C	NC	3289.31
20. Physical Education - Travel, Consultants (Objective-to update knowledge and skill in special fields, improvement of instruction, maintain professionalism.)	I	P		C	1289.86
21. Social Science - Travel, Consultants (Objective-to expose faculty to new ideas regarding subject matter and methods of instruction; to stimulate faculty interest in creativity and innovation.)	I	P,CS			3665.58
22. Special Programs - Travel, Consultants (Objective-to provide consultants and travel for staff to view new programs and exchange ideas.)	I	E,CS		NC	352.00
23. Student Affairs - Travel, Consultants (Objective-to attend conferences and workshops for gathering and exchanging information and for exposure to innovative ideas which would lead to specific changes in the Division of Student Affairs.)	P	P,T,E		NC	1873.26

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

MIAMI-DADE JUNIOR COLLEGE SOUTH CAMPUS CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
24. Compensatory Education (Objective-to examine compensatory education efforts on this and other campuses in order to develop a proposal for a coordinated program at MDJC, South Campus.)	I	P,T	C	C	2361.95
25. NSC - Physical Education - Learning Resources Center (Objective-to establish a learning resource center where students can get "turned on" about physical education and where students can have self-initiated learning and learn at their own pace.)	I	P,T	C	NC	768.00
26. Career Programs - Arch. and Engr. - Community Environmental Control (Objective-to develop a program to train and qualify the under priviliged to operate water and sewage treatment plants.)	I	O	D	C	201.65
27. NSC - Biology - Environment Control Technician (Objective-to train people to become technicians in air and water pollution control and other areas applicable to pollution control.)	I	T	D	NC	1138.00
28. Career Programs - Ladder Programs (Objective-to develop career programs and courses with numerous points of entry and exit in order to enable students with various backgrounds to train and qualify for employment.)	I	T,O	D	NC	1041.85
29. Hum - Music - Instrument Repair (Objective-to determine the feasibility of the institution of an instrument repair program at MDJC-South Campus.)	I	T,O		NC	328.60

MIAMI-DADE JUNIOR COLLEGE SOUTH CAMPUS CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
30. Career Programs - Secretarial Careers - Job Training, (Objective- (1) to recruit high school students; (2) to distribute materials on different programs and explain personally; (3) to create good public relations with high school counselors, teachers, and students.)		P,T,E,CS	C	C	288.20
31. Human Relations (Objectives-to coordinate and integrate human relations efforts; to provide campus-wide task forces and high priority projects with consultants and professional resources for the development of individual and group skills.)	I			NC	6862.40
32. Released Time - Staff and Program Developmental Activities (Objectives- (1) to provide the faculty with adequate time to participate in institutional and departmental planning; (2) to allow for sufficient planning time for faculty members to assess problems within the instructional area; (3) to provide faculty with the capability of improving instructional strategies; (4) to allow sufficient time for faculty to develop instructional innovations.)	I,A	U	C,D	C	285529.11

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

MIAMI-DADE JUNIOR COLLEGE NORTH CAMPUS

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Programs	Completed (C) Not Completed (NC)	Actual Cost
1. Human Relations - Faculty Workshops (Objective- to hold workshops for faculty members and/or administrators which would help them toward planning, decision making, problem solving, and more personal relations among themselves and students.)	I,P,A	P,T,O	C,D	NC	29280.22
2. Human Relations - Administrators Workshops (Objectives-the workshops helped the administrators who had participated to plan, reach decisions, and carry out tasks which aided to achieve the policies of the school.)	A	P,T,O,E,CS,U		NC	4090.00
3. Human Relations (Objectives-to send key administrators and area heads to high level workshops in order to up-grade their performance in human relations.)	A			NC	7344.18
4. Systems Approach (Objective-for the departments to send key faculty members to other institutions for the purpose of seeing working systems approaches.)	I,P	P,T,O	C	NC	36291.52
5. Systems Approach (Objective-for the coordinator and facilitator to "weave into" the existing fabric each faculty member who had just returned from (or was going to) a systems approach experience.)				NC	25923.00
6. Systems Approach (Objective-to employ one person to coordinate the total faculty and staff development operations on campus and to perform other secretarial duties as needed.)	I,P	P,T,O		NC	5173.50

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

MIAMI-DADE JUNIOR COLLEGE NORTH CAMPUS CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Management by Objectives - Departmental Workshops (Objectives-to establish objectives and goals for the total organization, including conformation, responsibility definition, problem-solving, programming and commitment.)				NC	5400.00
8. Program Development - Experimental English Program (Objective-to completely revamp the English 101-102 courses in order to get them much more relevant and individualized for the students.)	I	P		C	11309.47
9. Program Development - Experimental Math Program (Objective-the math faculty is seeking to up-date the math courses by using the computer to aid classroom assignments and to make the classes more relevant.)	I	P		NC	10883.11
10. Program Development - Experimental Social Science Program (Objective-to individualize the Social Science 101-102 courses in order to make them more relevant and up-to-date.)	I	P		NC	8615.99
11. Program Development - Experimental Humanities Program (Objective-to humanize the Humanities 201-202 courses in order to get them more relevant and up-to-date.)	I	P		NC	4769.00
				TOTAL COST	1113868.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

NORTH FLORIDA JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Comprehensive Program of Multi-Media Instruction (Objective-to develop and implement a comprehensive program of multi-media instruction at NFJC within the next five years.)	A	P		C	24919.92
2. Release Time for Instructors in Innovative Research (Objective-to provide systematic release time for instructors to accomplish innovative study.)	I	P		C	12355.10
3. Equipment and Supplies to Support Project (Objective-specific equipment and supplies should be purchased to support the work of the instructors in campus-wide systems approach to multi-media instruction.)	I	P		NC	9093.99
4. Consultants (Objective-to design and implement a campus-wide in-service program to upgrade clerk-typists and secretaries in effective utilization of accepted practices.)	I	P		C	1136.20
5. Travel to Accomplish Project Proposal (Objective-to keep instructional staff abreast of the latest developments in A/V Technology through attendance at meetings, etc. 8 department heads and chief academic officer to DAVI at Minneapolis on April 16-21, 1972.)	I	P		NC	6966.05
6. Membership in Inter-Institutional Research Council (Objective-to meet the needs of membership in the state-wide Inter-Institutional Research Council.)	I	P		C	2411.88
				TOTAL COST	56880.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

OKALOOSA-WALTON JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Formal and Informal Visits by Faculty to other Institutions (Objective-to study the functions of other educational institutions and provide better articulation with all colleges and universities.)	I,P	P,U,T		NC	478.90
2. Survey of Facilities, Programs and Locations for Possible Practicum or for Class Activity (Objective-to see trained personnel in action in specialized fields.)					
3. Sponsorship of Developmental Conferences and/or Workshops on Area Cooperative Projects (Objective-to share professional ideas, tools, resources, and routine procedures with others, establish chains of cooperation and project future developments.)	P,A	O,U		NC	272.00
4. Visitation by Professors from Senior Institutions and Resource Personnel in Various Disciplines (Objective-to bring to OWJC personnel an awareness of new developments in their respective disciplines and to provide consultative services in the development of new programs.)	I,F	T		NC	200.00
5. Professional Visitations (Objective-to renew and revitalize the professional expertise of faculty members and administrators by attendance of professional meetings.)	I,F,P,A	P,T,O		NC	4545.43
6. Planning an Implementation of Innovative Audio-Tutorial Material in Biology and Humanities (Objective-to increase basic technical instruction which can be accomplished through mechanical aids.)	I	P		NC	1848.04

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OKALOOSA-WALTON JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Providing Opportunities for Educational Growth Through Classroom and in the Field Pursuits (Objective-to enhance professional qualifications of faculty and staff through educational growth.)	I,A	P,O		NC	18322.58
8. Research for Courses and Curriculum Development in Police Science and English (Objective-to plan formal instructional and equipment needs in police science and English for remedial students.)	I	P,T		C	175.00
9. On-Campus Workshop (Objectives-to familiarize the counselors from OWJC with new developments in the vocational testing and analysis of the individual that would help in the counseling of students.)	P	P,T,O		NC	156.45
10. Hire an Experienced Vocational Counselor and Activate Placement Files (Objective-to provide personnel for proper student guidance and career determination.)	P	T,O		C	2500.00
11. Purchase and Administer Mechanical Aptitude and Interest Test (Objective-*Project not implemented. Recommend cancellation.)				NC	
12. Expansion of Auto Repair Industries Program (Objective-to strengthen Job-Ready Skills Program.)	I	O	D	C	8746.01
13. Development of Compensatory Type Courses on biology and other disciplines (Objective-to develop and implement a useful group of compensatory courses.)	I	P,T	C	C	689.12

OKALOOSA-WALTON JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
14. Workshops and Visitations to Study Utilization of D.P. (Objective-to increase functional effectiveness of staff and administration by increasing competency in use of automated equipment.)	A	U		NC	157.25
15. Establishment of the Environmental Studies Advisory Council and Center (Objective-to arouse interest and upgrade teaching of environology in the population of Okaloosa and Walton Counties.)	I	E,CS		C	6228.12
16. Development and Activation of the Chautauqua Neighborhood Center (Objective-to initiate operational activities of the Center.)	A	O,CS	D	NC	933.80
17. Released Time for Chairman of Staff and Program Development Committee and Provide Operational Budget (Objective-to provide an operational rationale for the use of Staff and Development funds.)	I,P,F,A	P,T,O		NC	905.29
				TOTAL COST	46154.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

PALM BEACH COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Establishment of A.S. Program in Air Science (Objective-to prepare syllabus and investigate the ramifications of a two year course in Air Science.)	I	T		C	3161.35
2. Short-Term Non-Credit Workshops and Seminars (Objective-to identify need, to coordinate committees and instructional activities, to advertise offerings.)	I,A	O,E,CS	D	NC	855.37
3. The Business Administration Curriculum in a Year-Round Commercial Operation (Objective-to make Business Administration curriculum responsive to needs of a community where year-round operations are replacing seasonal operations.)	I	T,O	D	NC	377.05
4. Establishment of Environmental Technician Program in Biology Department (Objective-to investigate local conditions and assess needs.)	I	T		NC	1230.45
5. Establishment of Computer-Oriented Calculus (Objective-to plan and establish a computer-oriented calculus course and to train an instructor.)	I	P,T		C	1675.03
6. (a)Creation of Video-Tape; (b) Development of Recreational Leadership Program; (c) Establishment of Occupational Therapy Program (Objectives-to create, develop and establish, respectively, a video-tape, a recreational leadership program and an occupational therapy course.)	I	T		A-NC B,C-C	12837.54
7. Technician for Fundamental Learning Laboratory (Objective-to provide students services of a specially trained technician to catalog, distribute and assist student in use of hard and soft ware.)	I	P,T	C	2/3 C	5125.12

PALM BEACH JUNIOR COLLEGE CONTINUED

Name of Activity or Project	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. Dissemination of Information Pertaining to College Curricular Offerings (Objective-to organize, print, bind, and process publicity materials.)	I	T,O,CS	D	C	992.32
9. Create New Programs with Advice and Counsel of Consultants (Objective-to acquaint highly specialized faculty with broader and newer concepts.)	I	P,T		NC	953.00
10. Non-Certified Staff Program (Objective-to make non-certified staff totally effective in serving student and other college needs.)	A	E		NC	462.00
11. Participation in Training Institute by Accounting Department (Objective-to indoctrinate staff members in specific financial procedures to benefit college.)	A	T		C	150.00
12. Preparation for Multi-Campus Activity (Objective-to assist staff in preparing itself for specific duties required by their college positions in carrying out multi-campus operations.)	A	U		NC	451.25
13. Faculty and Staff Attendance at Meetings (Objective-to provide faculty and staff opportunities to broaden their intellectual horizons and to view their duties with a broader perspective.)	I,P,F,A	U		NC	5359.38
14. Institutional Research (Objective-to study, investigate, and analyze programs to ascertain that they reflect current trends and that they correlate with programs of other institutions.)	I	U		NC	12798.58

PALM BEACH JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
15. Sabbatical Leave (Objective-to give faculty members opportunity to discover new approaches, methods and techniques in their respective disciplines for the benefit of the college and students.)	I	U		NC	45362.54
16. Organization of a Correctional Program Amendment (Objective-to formulate and organize a curruculum related to the criminal justice system for establishment in that new department.)	I	T		C	1564.34
17. Creation of Performance Objectives (Objective-to further train faculty in the creation, preparation, and use of instructional materials relating to creating performances objectives.)	I	U		C	1000.00
18. Audiometer for Basic Studies (Objective-to provide mass opportunities to detect aural deficiencies.)	P	U	C	C	1998.00
				TOTAL COST	96349.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

PENSACOLA JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. To Improve the Instructional Program and Faculty Effectiveness (Objective-to develop precise course objectives for each course offered at PJC. To develop new syllabi for courses indicated above. To train staff in assisting with the development of (1) and (2) above.)	I	P,T,O,E	C	C	12600.00
2. To Devise Procedures for Evaluating the Effectiveness of Courses Taught, the Appropriateness of the Course Objectives, and the Effectiveness of Individual Faculty Members in Accomplishing these Objectives (Objectives-to develop through recommendation and suggestions by the In-Service Committee evaluation criteria for above stated objectives; to bring on campus consultants in the areas of course and faculty teaching evaluation procedures; to try to develop a standing committee of the In-Service Committee charged with the responsibility for continuing evaluation of item "b" above.)	I	P,T,E		C	4733.00
3. To Improve Course Testing Program at PJC In-Service Training Seminars and Instruction on Test Construction Item Analysis and Test Validity and Reliability Checks. (Objective-to examine critically the procedures and results of this proposed objective.)	I,P	P,T,O	C	C	5200.00
4. Multi-Media (A-V) Instructional Systems and Their Use (Objectives-to review the entire A-V and other instructional media systems and services on campus; to review for the purpose of increasing the efficiency of guidance services; to review and study the interrelation between student services and the instructional program.)	I,P,A	P,T,O,E	C,D	NC	14400.00

PENSACOLA JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
5. To Provide Professional and Skill Development Training for the PJC Certificated and Non-Certificated Personnel (Objective-In-Service and professional on and off campus study; sabbatical leaves; professional consultants for seminars, workshops, etc., to improve instruction, professional and work skills.)	I,P,F,A	P,T,O,E	C,D	C	28000.00
6. To Develop a Program Permitting the Simultaneous Enrollment in High School and College (Objectives-to work with local secondary school principals to provide a program for simultaneous enrollment for high school students to reduce the amount of time for qualified students to progress through the junior college.)	P	P,CS		NC	
7. To Develop a Work-Study Co-op Program with Local Business and Industry which would Relate with the Co-op Program being Developed at the University of West Florida (Objectives-to provide for a work and part-time study curriculum in cooperating with the needs of local business and industry; to consult with local business and industry needs regarding a co-op program; to consult with University of West Florida in the development of this related program.)	I,P	P,T,O	C	C	1800.00
8. Redirection of Engineering Curriculum and Program Development (Objectives-to review and rewrite the entire curriculum for the engineer-degree program in engineering technology. To consult with authorities in the engineering technical field who may assist in the planning stages. To review and investigate the need for an Engineering Technology building.)	I,F	T,O	C	NC	4200.00

PENSACOLA JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
9. To Develop New Vocational Programs in the Area of Building Trades, Machinists, Television Production and Law Enforcement. (Objectives-to explore and study the need for new vocational programs in the areas of building trades, machinists, television production and law enforcement. To recommend, where feasible, curriculum and course offerings. To work towards program approval by academic certification agencies.)	I	P,T,O,E	C,D	C	7200.00
10. To Develop Programs in the Health-Related Occupations with the Emphasis on Auxiliary Medical Professions (Objectives-to prepare course and curriculum programs for training in the following medically related areas: dental laboratory technician, medical X-ray technician, ambulance-driver training, physical therapy, medical records technician, physicians assistant, medical secretary, inhalation-therapy technician.)	I	P,T,O		NC	1000.00
11. Training Program for Education of Vocational Teachers in Cooperation with the University of Florida (Objectives- (1) to plan with University of West Florida programs for the training of vocational teachers; (2) to make available the vocational facilities of PJC at laboratory resources for activity number one above.)				NC	none
12. To Continue to Support the Office of the Director of In-Service Training (Objectives-to coordinate in-service training for faculty and staff; to fulfill other responsibilities and obligations related to SPD and In-Service activities; to provide a professional journal for each member of the faculty; to coordinate and implement the appropriate use of SPD funds.)	I,P,A	U	C	C	30000.00

PENSACOLA JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Programs	Completed (C) Not Completed (NC)	Actual Cost
13. To Establish a Program af Administrative Internship to Provide Selected Individual(s) with On-the-Job Experience in Junior College Administration (Objectives-to provide an internship program for potential administrative student(s) interested in the community college area.)	A	CS,U	D	C	10000.00
14. To Provide Non-Certificated Personnel with Specific Training, Workshops and Courses Related to the Areas of Work Responsibilities (Objective-special workshops and orientation sessions for business personnel, secretarial staff, maintenance and custodial workers; to provide funds for traveling to conferences, meetings and training sessions for non-certificated personnel.)	F,A	E,U		C	12000.00
15. To Expand and Develop the Services of the Computer and Data Processing Center (Objectives-to provide for extended testing services by the data processing center in test scoring and student cumulative records; and to develop in-service orientation and workshops on campus in developing objective testing procedures for use in computer scoring. To provide and develop a program for computer assisted registration. To explore and develop a means to increase the data processing center as an educational and instructional media area, and as an educational resources center.)	I,P,F,A	P,T,O,E,CS	C	NC	18000.00

PENSACOLA JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
16. To Provide Definitive Formulation of Programs Designed to meet the Needs of PJC Identified in Phase I of "Planning for the 70's" (Objectives-to establish a lay-committee of community leaders and other resource personnel. To consult with educational planning specialists, selected Florida State Department of Education personnel, and visit community colleges where exemplary programs are established or in development.)	I,P,F,A	P,T,O,F,CS		NC	3600.00
17. To Provide for Review and Planning of Each Department and Division of the College for the Improvement of the Instructional Program and Overall Efficiency of the College Operations. (Objectives-to provide consultants and advisors from both on and off campus to assist in the stated objectives. To phase-out irrelevant programs, duplication of efforts, to develop new curricula, courses and departments where feasible. To drop and/or unite departments, if necessary, based upon instructional effectiveness and need.)	I	P,T,O,F	C,D	NC	6000.00
18. To Determine the Total Effectiveness of the Physical Plant, Efficiency of Administrative Operation, Contributions of the Non-Academic Staff, and the Instructional Program (Objectives-to provide workshops, seminars, and on-campus training programs for custodial and secretarial personnel to improve the effectiveness of their services to the college community. To prepare evaluation criteria for the administrative personnel whereby a meaningful evaluation of the administrative operations may be completed. To try to determine the most effective use of the physical plant to review current and future needs of the physical plant, its operation and use.)	A	U		NC	6000.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGE 1970-71

PENSACOLA JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
19. Primary Purpose to Reduce Duplication and Inefficiencies. Emphasis will be placed on urging similar tasks and programs under one management head. (Objectives-to provide unification of multi-services which are related under one jurisdiction. To study and develop under one supervisor the engineering technology program. To place under one jurisdiction several of the administrative services.)	I,F,A	P,T,O	C,D	NC	4000.00
				TOTAL COST	168733.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

POLK COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Planning and Use of Media (Objectives-the faculty will be able to state objectives, plan production, operate equipment and present materials in classroom with a high degree of effectiveness.)	I	P,T		C	1268.15
2. Large Group Presentations in Auditorium (Objectives - none.)	I	P,T		C	600.00
3. Counseling on Campus Course (Objectives-to improve efficiency by counselors in interviewing, counseling, and testing.)	P	U		C	1434.00
4. Video Tape Classroom Presentation (Objectives-to improve classroom presentation through self evaluation.)	I	P,T		NC	892.50
5. Staff and Program Development Office (Objectives-to provide an effective means of operating, coordinating and evaluating the Staff and Program Development Fund.)	I,P,F,A	P,T,E,CS,U		NC	6344.10
6. Travel to Workshops and Conferences (Objectives-to keep abreast of current developments in the Junior Colleges through conferences, workshops, team visits and fact finding missions.)	I,P,A	P,T,E,CS		C	18630.30
7. Classroom Consultants (Objectives-to improve instruction through the instructors recognition of means of improving his teaching.)	I	P,T		C	none

POLK COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. New Faculty Orientation (Objectives-the new faculty will move into their new situation with confidence.)	I,P	P,T		C	1212.50
9. Inservice Coursework (Objectives-to improve instruction through coursework based upon the philosophy of general education.)	I	P,T,E,CS			3777.11
10. Off-Campus Coursework (Objectives-growth in the area of responsibility of the individuals who participate.)	I,P,A	P,T,E,CS		NC	5626.33
11. Consultant Services for Counselors (Objectives-to obtain more effective counseling.)	I	U			500.00
12. Faculty Released Time (Objectives-development of innovative programs of instruction.)	I	P,T		NC	4183.00
13. Consultant Services (Objectives-improved programs within areas of responsibility.)	I,A	P,T		C	988.00
14. Research (Objectives-collection of data to enable the faculty and administration to make appropriate decisions.)	I,P,A	P,T,U		NC	933.29
15. Non-Certificated Personnel (Objectives-to improve the effectiveness of non-certificated personnel in performance of their responsibilities.)	A	U		NC	2492.00
				TOTAL COST	48879.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

ST. JOHNS RIVER JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Staff-Institutional Research and Guided Studies (Objective-to provide auxiliary services in academic affairs and student affairs.)	I	U	C	NC	29871.65
2. Participation in Inter-Institutional Research Council (Objective-to cooperate in state-wide group of community colleges interested in obtaining relevant data on many aspects of college operations.)	A	U		NC	-0-
3. Consultants (Objective-to provide insight and recommendations on problems of curriculum, administration, student services, and compensatory education.)	I	P,T		NC	650.00
4. Cross-Training Faculty (Objective-to provide more flexible staffing, to economically allow a wider range of course offerings.)	I	P,T		NC	240.00
5. Professional Travel (Objective-travel by professional staff to meetings, seminars, etc., to provide continuing education.)	I	P,T		NC	2946.61
6. Learning Laboratory (Objective-to equip a learning laboratory.)	I	P,T		NC	-0-
				TOTAL COST	33707.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

ST. PETERSBURG JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Program of Sabbatical Leaves (Objectives- to provide an extended period of study for faculty members whose major interests coincide with the major academic need of the college.)	I	P,T		C	13731.23
2. Summer Study (Objectives-none.)	I	U		NC	19266.12
3. Custodial Management and Supervision School (Objective-to increase the knowledge and competency of the Supervisor of Custodians on St. Petersburg campus.)	F,A	U		C	884.25
4. ATR Flight and Ground Training Clinic (Objectives- to study the nature of Airline Transport Rating in order to keep our course content in this area current.)	I	P,T		C	146.45
5. Conference of Vocational Rehabilitation Counselor (Objective-to become acquainted with some of the problems and solutions encountered in working with and teaching deaf students.)	I,P	P,T	D	C	223.25
6. Fire Department Instructors Conference (Objective- to gain knowledge of developments in fire fighting equipment and procedures, fire prevention techniques and programs and fire department administration.)	I	T,O		C	303.90
7. State Reading Sessions of Staff and Program Development Proposals (Objective-to participate in the reading and evaluation of proposals submitted to the Division of Community Colleges for Staff and Program Development Funds.)		U		C	61.25

ST. PETERSBURG JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
8. National Association of Public Employers, Negotiators and Administrators (Objectives-to acquire the basic credentials for serving as chairman of the Labor Relations Committee of the college.)	A	U		C	97.35
9. Deferred Gifts Institute (Objective-to gain information on fund raising for scholarships.)	P	U	C,D	C	409.50
10. American Library Association Conference (Objective-to gather information on retrieval instruments and some form of machine readable data system.)	F	U		C	395.75
11. Council on Teachers of Mathematics (Objective-to share the methods and materials used in remedial mathematics at the college with other teachers of college mathematics.)	I	P,T	C,D	C	125.00
12. Secretarial Seminar (Objective-to assist the non-academic staff in the development of better human relations skills and better communication skills.)	A	U		C	420.00
13. Drug Abuse Workshop for Student Personnel Staff (Objective-to ascertain the kinds of information necessary for counselors and faculty members to deal successfully with students concerning drugs.)	P	U		C	421.00
14. Humanities Workshop (Objective-to develop a more relevant course of study for humanities. To develop better teaching techniques for the humanities in order to produce a more effective learning climate.)	I	P,T		C	1256.80

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ST. PETERSBURG JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Programs	Completed (C) Not Completed (NC)	Actual Cost
15. Custodial Training Program (Objective-to improve the competency of the custodial staff and to recognize this area in order to provide more employee satisfaction.)	F	U		NC	3000.00
16. Revisions of Methods and Content in the Natural Sciences (Objective-to become aware of the nature of the changes taking place in the area of chemistry and biology and to revise our present offerings in these areas in order to include the new knowledge and techniques being generated.)	I	P,T		C	13816.93
17. SPJC - Development of Long-Range Planning System (Objective-to facilitate the long range planning system and to provide an instrument which can reflect the planning process.)	I,P,F,A	U		C	408.60
18. Studies of the Department of Directed Studies (Objective-to study the effectiveness of Directed Studies and to reconstruct Directed Studies social science.)	I	P	C	C	1100.00
19. Cooperative Arrangements with other Educational Institutions (Objectives-to participate in planning and in projects with other educational institutions in order to improve our programs.)	A	U		NC	7000.00
20. Expansion of use of Audio-Tutorial in the Natural Sciences (Objectives-to expand the use of audio-tutorial services to a larger number of students and to prepare additional audio-tutorial materials.)	I	P,T		C	4657.61

ST. PETERSBURG JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
21. Curriculum Studies of English and Literature (Objective-to make provisions for the inclusions of new and relevant materials and to develop a greater variety of teaching techniques.)	I	P,T		C	1518.05
22. Films as Instructional Resources (Objectives-to explore the types of films being used in film study courses and to gather information on films concerning minorities for use in a variety of types of teaching situations.)	I	P,T	C,D	C	673.46
23. Special Program for Deaf Students (Objective-to provide special programs to help deaf students overcome barriers to education.)	I	U	D	NC	7814.70
24. Computer Use in Mathematics Curriculum (Objective-development of computer assisted instruction in the mathematics curriculum.)	I	P,T		NC	13302.13
25. Special Honors Seminar Materials (Objective-to provide adequate and sufficient reference for use by honor students in their seminars.)	I	P		C	299.50
26. Development of a Marine Technology Curriculum (Objective-to provide opportunity for students to pursue studies of marine life and to broaden our interest in ecology.)	I	T		C	450.00
27. Restructuring Health Related Curriculum (Objective-to complete the redesigning of the nursing curriculum and to update knowledge of new equipment and new safety rules in radiology.)	I	T		C	5089.66

ST. PETERSBURG JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
28. Expansion of Continuing Education Program (Objective-to provide opportunities for training, retraining and/or cultural enrichment through expanded offering in the continuing education department.)	I	U		NC	40804.90
29. Extension of Extended Campus Concept (Objective-to provide on-the-job and/or community based educational programs to meet the needs of various community groups.)	I	U		NC	18903.02
30. Community Services - Expansion of Outreach Services (Objective-to expand the opportunities for counseling tutorial services to other areas of the county.)	P	U	D	NC	12691.69
31. TOPS (Objective-to provide a program of studies for disadvantaged students in order to broaden their chances for success as a student, as a person and as a contributing citizen of the United States.)	I,P		C,D	NC	91939.30
32. Curriculum Specialist for Library and Instructional Development (Objectives-to assist in the development of library services and instructional coordination. To assist in developing a more effective plan for media use.)	I	U		C	19420.00
				TOTAL COST	280620.00

SANTA FE JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. New Staff Orientation (Objective-an effective structured new faculty orientation program over a two-week period either Term I or Term II or both.)	I	P,T	D	C	7400.00
2. Team Visitation (Objective-to provide faculty and staff the opportunity to visit outstanding programs in other junior colleges and make recommendations for our future campuses.)	I,P	P,T,U		C	3364.00
3. Environmental Studies (Objective-implementation of findings and recommendations of the feasibility study regarding an environmental studies or concomitant courses.)	I	P,T,E,CS		NC	800.00
4. Non-Academic In-Service Training Program (Objective-to better equip and inform the staff of their particular job; to be up-to-date with the new equipment and methods; and to utilize skills, talents, time, etc.)	A	U		NC	3196.80
5. Workshops, Institutes (Objective-faculty and staff participation in workshops, institutes, and conferences which have potential implications for the college in terms of long-range development of instruction.)	I,P,A	P,T,CS,U	C,D	C	6634.05
6. Faculty In-Service (Objective-an effective structured faculty orientation and development program in the form of a sequence of courses taught by faculty and administrators selected to demonstrate philosophical goals, educational objectives, and organizational procedures through improved instructional methods.)	I	P,T		C	931.40

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

SANTA FE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. League Faculty Exchange Program (Objective-to facilitate faculty exchange through a League for Innovation Project.)	P	P,T,CS		C	340.00
8. Community Relations (Objective-to establish and maintain contact with low-income disadvantaged groups and individuals; to initiate and develop programs to meet specific needs of the disadvantaged; to promote communication between disadvantaged and the college.)	I	C,S	C,D	NC	8500.00
9. Biological Parks Training Program (Objective-visitation of eight major biological parks by teams of faculty and staff, research of the literature, preparation of a zoo technician program, initiation of such a program at SFJC if found to be feasible, realistic and of value.)				C	5089.87
10. Audio-Visual Faculty Workshop (Objective-to introduce to the SFJC faculty that media can be effectively used in instruction so that better learning can take place for the students.)	I	O,E,CS	C	C	2250.00
11. Student Affairs Psychiatric Consultant (Objective-to determine the need for a psychiatric consultant on a retainer fee basis for students and student personnel staff at Santa Fe.)	P	U		C	3000.00
12. Curriculum Development in Physical Science (Objective-revisions will continue to be made in programmed packages already prepared. Topics such as forces and electrical and magnetic concepts will be covered in packages still to be written.)	I	P,T,O	C	NC	3530.00

SANTA FE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
13. Curriculum Development in Mass Communications (Objective-to design and implement a multiple track curriculum, flexible both in time for completion and in approach, to the study of mass communication.)	I	P,T		C	2136.56
14. Program for Para-Professionals in Social Agencies (Objective-to develop and implement a para-professional training and placement program for the helping professions to select trainees who are indigenous to a particular culture or level of culture and who possess general aptitude for clerical skills, specific interpersonal skills and moral character, and to provide them with training that would enable them to function helpfully in agencies and with people who share their common background.)	I	O,CS	C	NC	16158.00
15. Development of Curriculum Materials for ADN Program (Objective-)	I	T,O	C,D	C	3950.00
16. Multi-Media Disciplinary Teaching/Learning Center (Objective-to experiment and become proficient in the use of multi-media equipment in an effective teaching program; to examine and utilize commercially prepared materials by implementing these materials in instructional settings; to determine the practicability of para-professionals working in the laboratory setting.)	I,P,F,A	P,T	D	NC	7554.24
17. Development of Parent-Child Training Center (Objective-to examine the desirability of establishing a parent-child center in conjunction with a community college and, to explore the feasibility of using para-professionals as educational aides in a parent-child center.)	I	T,O,CS	D	NC	8972.40

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

SANTA FE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
18. Development of Bi-dialectic Speech Materials (Objective-to continue to develop, refine and revise materials developed in term IV for bi-dialectic speech and language learning.)	I	P,T,)	C,D	NC	2400.00
19. Science Audio-Tutorial Laboratories (Objective-to design a course in general biology for all students, utilizing a modified audio-tutorial instructional method in the presentation of general biological principles to achieve determined behavioral objectives.)	I	P	D	C	5090.00
20. Inter-Institutional Research Activities (Objective-to participate in inter-institutional research activities and to provide staff with opportunities to be involved in research workshops and in-service activities.)	I	U		C	8228.75
21. Introduction to Anthropology (Objective-to develop the first multi-image, audio-tutorial, humanistic approach to cultural anthropology.)	I	P,T	C	NC	6400.00
				TOTAL COST	105922.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

SEMINOLE JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Professional Study for Faculty and Staff (Objectives-to upgrade the quality of instruction to meet the specific needs of the College through training of staff, and to promote professional training of all personnel.)	I	P		NC	928.40
2. Part-Time Faculty Counselors (Objectives-to employ three (3) outstanding faculty members to help with the extra summer load of academic advising of entering students.)	P	P,T		C	3000.00
3. Visitation and Conferences (Objectives-to keep our staff abreast of new programs by making it possible for members to visit other institutions and to attend those conferences which normally are not funded by the college.)	I,P,A	P		NC	2904.83
4. Instructional Aides (Objectives-to provide relief for the instructional staff from detailed and routine duties so that instructors may spend this time on more important phases of instruction.)	I	P,T		NC	13699.04
5. Lead-Time for Vo-Tech Instructors (Objective-to employ Vo-Tech instructors in advance of the beginning of a course or curriculum so that the necessary advance planning may take place.)	I	O		NC	722.00
6. Audio-Visual and TV Program (Obj ctive-to continue and improve the TV and Audio Program started last year under this program by purchasing additional equipment.)	I	U		C	20933.45

SEMINOLE JUNIOR COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Instructor - Disadvantaged Students (Objective- to enlarge the Development Center to be better able to meet the needs of students who need individual help.)	I	U	C	NC	none
8. Non-Credit Community Service Programs (Objective- to provide for experimentation in non-credit community service programs.)	I	CS	C	NC	632.14
9. (IRC) Institutional Research (Objectives-to associate with the Florida Community College Inter-Institutional Research Council; to provide research materials.)	P,A	U		NC	2595.08
10. Mini Projects (Objectives-to promote experimentation and innovative projects by the instructional staff.)	I	P,T		NC	none
11. Community Study (Objectives-to wind up the Vo-Tech community study begun the previous year.)	A	T,O,E		C	167.00
12. Professional Library (Objective-to continue to add to the professional materials available for the staff.)	I	P,T		C	289.80
13. Part-Time Music Instructor (Objectives-to institute and promote a program of instrumental music.)	I	P		C	none
				TOTAL COST	45869.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

SOUTH FLORIDA JUNIOR COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Study of Community Needs (Objective-to conduct an intensive study of the nature and scope of community needs.)	I	P,T,O		NC	-0-
2. Self-Study (Objective-an intensive self-study of all facets of our institution.)	I,P,F	U		NC	1493.98
3. Expanded Curricula (Objective-to develop a relevant curricula; to increase offerings in Fine Arts, Science, Health and Physical Education, Criminology and Reading.)	I	P,T	C	NC	133.90
4. Faculty and Staff Development (Objective-to provide financial assistance to faculty and staff for their participation in conferences, workshops, courses and visitations.)	I	U		NC	6377.21
				TOTAL COST	8003.00

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

TALLAHASSEE COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Released Time - Mrs. Mary Marshall and Mrs. Jane Mooney (Objectives-to evaluate and revise content and materials used in EH 215, 216, 217 (English Literature).)	I	P		C	3084.48
2. Released Time - Donaldson and Curto (Objectives-to give one half released time during the summer quarter to evaluate and revise content and materials in Guided Studies Program.)	I,P	E	C	C	3154.99
3. Consultant Services (Objective-to bring in outside expertise to evaluate existing programs and to recommend improvements therein.)	I,F,P	P,T	C	C	245.00
4. Release Time - Davis (Objective-full release time during summer quarter for choral director to develop a community chorus and to research music program in all Florida institutions of higher education in preparation of a music articulation study.)	I	E,CS		NC	2821.98
5. Released Time - Mrs. Patricia Barrineau (Objective-to grant one fourth release time during summer quarter to visit business offices and to develop a relevant office procedures course, select materials, and prepare a syllabus.)	I	T,O		C	932.51
6. Release Time - Mrs. Ouida Tallery (Objective-to grant one fourth release time to prepare behavioral objectives for MS 097 and to prepare supplemental materials for independent study.)	I	P,T	C	C	746.00

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STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

TALLAHASSEE COMMUNITY COLLEGES CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Institutional Research (Objective-to pay membership in the Florida Community College Inter-Institutional Research Council and to provide for institutional research at the local level.)	I,P	P,T		C	2407.67
8. Travel - Faculty (Objectives-to enable faculty members to participate in professional meetings at the state and national levels.)	I,P,A	P,T,E	D	C	5283.37
9. Tuition Reimbursement (Objectives-reimbursement of tuition for college courses for the faculty under a Board of Trustees preapproved plan.)	I,P,A	P,T,E		C	1713.00
10. Sabbatical Leave (Objective-to provide leave for one full year of one half pay for a faculty member (Nelson) to work towards full Ph.D. degree to help meet accreditation standards.)	I	P,E		C	5172.96
11. Reinforcement Program (Help Sessions) (Objective-to provide tutorial and help-session services in math, science, and business to students in need of reinforcement.)	I	P,T	C	C	3342.90
12. Seed Money for New Program (Objective-to provide additional personnel in the nursing department as seed money for a new program. To develop an auto-tutorial program.)	I	T		C	11699.88
				TOTAL COST	40598.00

STAFF AND PROGRAM DEVELOPMENT ANALYSIS FOR FLORIDA'S PUBLIC COMMUNITY COLLEGES 1970-71

VALENCIA COMMUNITY COLLEGE

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
1. Institutional Research (Objective-to begin to develop a sound program of institutional research which will serve all areas of the college by providing data upon which to base evaluations and planning.)	I,A	U		NC	22361.92
2. Audio-Visual Development (Objective-to provide instructors with knowledge and experience in developing and using comprehensive study of media needs for the college.)	I	P,T		C	7390.50
3. Public Relations Program for Occupation (Objective-to disperse information to the people of Orange County regarding occupational education and to attempt to, through this information, bring about an attitudinal change toward occupational education.)	I	O,T		C	4995.78
4. Faculty and Staff Development (Objective-to involve the faculty and staff in activities which will make them aware of developments and trends in their particular fields.)	I	U		NC	12505.08
5. Compensatory Education Program (Objective-to assist students in developing those personal qualities which will make them aware of their own self-work and will help them to develop places for themselves in their communities.)	I,P	P,T	C	C	10999.00
6. Summer Study (Objective-to make available to staff and faculty members appropriate sums of money which will enable them to engage in courses of study which will make them more competent and versatile.)	I	P		NC	4573.00

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VALENCIA COMMUNITY COLLEGE CONTINUED

Name of Project or Activity	Functional Area Served	College Program Primarily Served	Compensatory or Special Program	Completed (C) Not Completed (NC)	Actual Cost
7. Long Range Planning (Objective-to develop a program of evaluation of the college's activities related to programs and staff.)	I	U		NC	505.50
8. On-the-Job Training for Clerical Employees (Objective-to improve selected employee's skill in doing the job in which he is currently employed and to prepare the employee for possible future advancement.)	A	U		NC	4813.63
				TOTAL COST	68141.00

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SPD-1

APPENDIX A

STAFF AND PROGRAM DEVELOPMENT PLAN

_____
Institution

For FY_____

SECTION I.

5-YEAR PLAN - July 1,_____to June 30,_____.

NOTE: This plan is based on the assumption that the institution has made a separate study of its long range goals and has allocated which goals are to be approached through the Staff and Program Development Program. It is not necessary to restate the master plan here. The goals stated here will be judged by whether they fit the definitions of staff development or program development. Specific activities will be reviewed in terms of whether they derive logically and feasibly from the long range SPD goals.

GOALS, STATUS, AND NEEDS

A. Highest priority long-range goals to be realized through SPD Program:

Present status with regard to this long-range goal:

Need, or difference between long-range goal and present status:

B. Second priority long-range goal to be realized through SPD Program:

Present status with regard to this long-range goal:

Need, or difference between long-range goal and present status:

SPD PLAN;_____, Fiscal Year_____
Institution

SECTION I, Cont'd.

___ _____priority long-range goal to be realized through SPD Program:

Present status with regard to this long-range goal:

Need, or difference between long-range goal and present status:

___ _____priority long-range goal to be realized through SPD Program:

Present status with regard to this long-range goal:

Need or difference between long-range goal and present status:

___ _____priority long-range goal to be realized through SPD Program:

Present status with regard to this long-range goal:

Need, or difference between long-range goal and present status:

NOTE: Add as many Section I, Cont'd.sheets as needed.

SPD PLAN: _____, Fiscal Year _____
Institution

SECTION II.

SPECIFIC SHORT-RANGE OBJECTIVES OF LONG-RANGE GOALS FOR NEXT PROJECT YEAR

No.___ a. List the letter of the goal and need in Section I from which this objective is derived

_____

b. Explicit statement of objective:

c. Specific activities to realize objective (detail and quantify):
(1) _____
(2) _____
(3) _____

NOTE: Add additional numbered sheets following this page if required.

d. Cost of activities, including costs per unit and total (excluding equipment):
(1) _____
(2) _____
(3) _____

e. Exact product or outcome desired for each activity (detail and quantify):
(1) _____
(2) _____
(3) _____

f. Approach to evaluation:
(1) _____
(2) _____
(3) _____

NOTE: Add as many SHORT-RANGE OBJECTIVE sheets as required.

DCC/WAG:dm
1/13/71

SPD PLAN: _____, Fiscal Year_____
Institution

SECTION II, Cont'd.

NOTE: Add this sheet when activities involve equipment purchase or rental

No.____, Cont'd.

g. Itemized cost of specialized equipment essential to support each innovative activity (identify the activity):

SPD-2

STAFF AND PROGRAM DEVELOPMENT PLAN CHANGE

TO: DCC SPD TASK FORCE _____ (Date)

FROM: _____ (Institution), _____ (Official)

(Forward to Division of Community Colleges in duplicate.)

The changes below have been approved by the District Board of Trustees or its authorized representative according to DBT policy.

This change of plan, if approved by DCC, (does)(does not) involve a Budget Amendment to the College Operations Budget. It is understood a Budget Amendment, if required, will be handled according to DOE Regulations 130-8.140.

(Line out paragraphs not applicable.)

1. It is requested that line____, page____of this institution's SPD plan for fiscal year_____ be deleted. No funds of the amount budgeted have been spent.

2. It is requested that line(s)_____, page_____ of this institution's SPD plan be changed from:_____

_____

_____

to:_____

_____

_____

_____

3. It is requested that the following be added to this institution's SPD plan for fiscal year_____: (Include all elements shown on the regular SPD plan sheets PII1 and PII2)

_____

_____

_____

_____

_____

_____

a. The SPD goal which this activity serves is_____

_____

_____

_____

b. This is a (new) (current) goal:_____

_____

c. The objective to which this activity is directed is:_____

_____

_____

_____

_____

_____

_____

d. This is a (new) (current) objective:_____

_____

****

TO: President,_____, _____ Junior College

The above change is

☐ approved

☐ returned for additional information

☐ not in keeping with SPD guidelines

_____
Lee G. Henderson, Director
Division of Community Colleges

DCC/WAG
Feb. 9, 1970

SPD-3

FLOYD T. CHRISTIAN
COMMISSIONER

STATE OF FLORIDA
DEPARTMENT OF EDUCATION
TALLAHASSEE 32304

This is a follow-up to your staff and program development proposal for 1971-72. Please be advised that your proposal has been reviewed and it is:

☐ APPROVED

☐

Please let me know if you need any additional information from this office.

Sincerely,

Lee G. Henderson

LGH:mm

SPD-4

STAFF AND PROGRAM DEVELOPMENT EVALUATION AND STATUS REPORT

_____
Institution
For Fiscal Year 19___- ___

(Use a separate sheet for each major project or activity.)

No. ____ (Cite the number of this activity in the plan, or substitute an identification number.)

Name of Project or Activity_____

a. Page and line number in Plan: _____ b. Budgeted Cost: $_____

c. Actual Cost: $_____ d. Surplus or Deficit: $_____

e. The project is ___ completed; ___ is not completed (Select one).

f. Specific Objective(s)_____
_____
_____

g. Indicate the functional area which this activity primarily served:
I - The instructional program
P - Guidance, testing, and student personnel service
F - Facilities
A - Administration and other support service

h. Circle the aspect of the college program which this activity primarily served. If the activity served two or three areas approximately equally, circle the appropriate choices:
P - The college parallel program.
T - Technical or career programs associated with the AS degree.
O - Other occupation and vocational programs.
E - Enrichment courses not part of a certificate or degree program.
CS- Community services other than courses.
U - Unallocable or comprehensive.

i. Circle either or both of the descriptions below if this project or activity was addressed in a primary way to:
C - Compensatory, remedial, or preparatory studies.
D - Special programs for the economically or educationally disadvantaged other than "C" above.

j. Narrative Evaluation: (Outcomes, benefits, difficulties, indicated improvements, alternatives considered, cost-effectiveness)_____
_____
_____
_____

k. Implementation Rating:_____ l. Value of Activity: _____ ___
(See choices overleaf) (See choices overleaf)

m. Type of Evaluative Techniques used _____
_____

_____
(Signature of President or his representative)

Page ____ of ____

REPORT OF EVALUATION

The evaluation entry in the Evaluation and Status Report has at least four elements: (1) a narrative comment on the nature of the benefits or weaknesses, difficulties expected, revisions required, improvements indicated, or unexpected outcomes experienced, (2) scaled rating of how successfully this activity was implemented this year in this institution, (3) a scaled rating of the value of this activity as a staff and program development activity, (4) the type and method of evaluation used.

Success with the Reported Activity (Reference Item "k" on report)
As a rating of success of the reported activity in the reporting institution during the year in question, the following scheme is suggested:

a. The activity was very successful, the desired outcome of the activity was essentially realized.

b. The activity was successful but modifications in implementation were required as explained in the narrative evaluation.

c. No significant evaluation of success or failure is offered.

d. There were major deviations from desired objectives; there were difficulties in implementation, major changes in the planned approach were required.

e. The activity was not successful during the past year, when judged in terms of the desired output and the contribution to realization of the objective.

Value of the Activity (Reference Item "l" on report)
The following scheme for rating the value of an activity as a staff and program development activity is suggested:

1. The activity was very valuable, is worth repeating, and can be recommended to other institutions as having the greatest cost effectiveness among alternative approaches to the objectives to which it was addressed.

2. The activity contributed to realization of the objectives and appeared to be worth its cost but was not compared to alternative approaches.

3. The value is marginal, neutral or not assessable.

4. (a) The value of the activity is doubtful; (b) the benefits, although realized, are disproportionate to the costs.

5. The activity is recommended for rejection.

Only the letter or number need be indicated on the evaluation and status report for these two elements of evaluation.

Type and Method of Evaluation
It should be shown on the evaluation and status report whether the evaluation was by a research study, by a judgmental survey of those involved, or by other means. Evaluation reports should be referenced for identification.